Ashburn Volunteer
Fire & Rescue Department

# Alpine Hours Navigation

**#NeighborsHelpingNeighbors**

# Hours Recording of Volunteer Time

6

- The Hours System starts on November 1, 2025, for Service Year 2026
- A Service year is November 1 to October 31
- 120 hours are required to qualify for a service credit in addition to many other benefits
- Hours in excess of 120 hours are placed in a bank
  - Every 1000 hours accumulated in the bank buys 1 additional year of service.
- Banked Points will be converted (1 point = 2 hours) to Banked Hours at the end of Service Year 2026.
- No more 3 category requirements, the categories are for data purposes only
- No more conversions
- No more double dipping (earning time for being on-duty and doing training during the shift)
- Elected and Appointed positions receive an additional 10 hours per Service Year; this is a flat 10 hours and NOT per position.

# Scheduling Changes with Hours Recording

6

Scheduling continues to work the same as it did under the Points System with the addition of new categories.

Volunteer Members can now be scheduled as:

- Operational Duty
- Operational On-Call
- Operational Stand by Event
- **Support Services Duty**
- **Support Services On-Call**
  - Note – Support services standby and from chase/home  are recorded in the non-incident entry

# Point vs Hours Categories

6

| Point Category | Hours Category | Hour Category Description |
|---|---|---|
| Other | ADM | Administrative Duty |
| Meeting | County<br>Station<br>OTH | Loudoun County Meetings<br>Vol Company Meeting<br>Other Meetings |
| NA | SUP | Support Services Duty (not assigned to a duty crew) |
| CLSEMS<br>CLSFIRE<br>CLSHTR<br>CLSOTH | IA<br>LCFR<br>SPA | Interagency Training<br>LCFR Training<br>State or Private Agency Training |
| TRNG | IH | In house training hours |

**Note: the secondary categories will change based on the Primary Category selection**

# Non-Incident Changes with Hours Recording

6

Entries starting November 1, 2025, must use the new categories

The old point categories have PTS in the description. If these are used for any activity on or after November 1, 2025, you will not receive credit for the entry.

| Code | Description | Agency |
|---|---|---|
| ADM | Administrative Duty | |
| CLSEMS | PTS EMS Classes | |
| CLSFIRE | PTS Fire Classes | |
| CLSHTR | PTS HTR Classes | |
| CLSOTH | PTS Other Classes | |
| COUNTY | PTS Loudoun County meetings | |
| IA | Interagency Training | |
| IATI | Interagency Trainer/Instructor | |
| IH | In House Training | |
| IHTI | In House Trainer/Instructor | |
| LCFR | LCFR Training | |
| LCFRTI | LCFR Trainer/Instructor | |
| MEET | PTS C/D - Meetings | |

| Code | Description |
|---|---|
| OTH | Other meetings |
| OTHER | PTS F - Other non-emergency activities |
| PUBED | PTS Public Education |
| SPA | State or Private Agency Training |
| SPATI | PTS Trainer/Inst. State or Private |
| STATION | PTS Vol. Company meetings |
| SUP | Support Services Duty |
| TCHNG | PTS E3/4 - Taught Class as Instructor |
| TRNG | PTS E1/2 - Drills/Training |

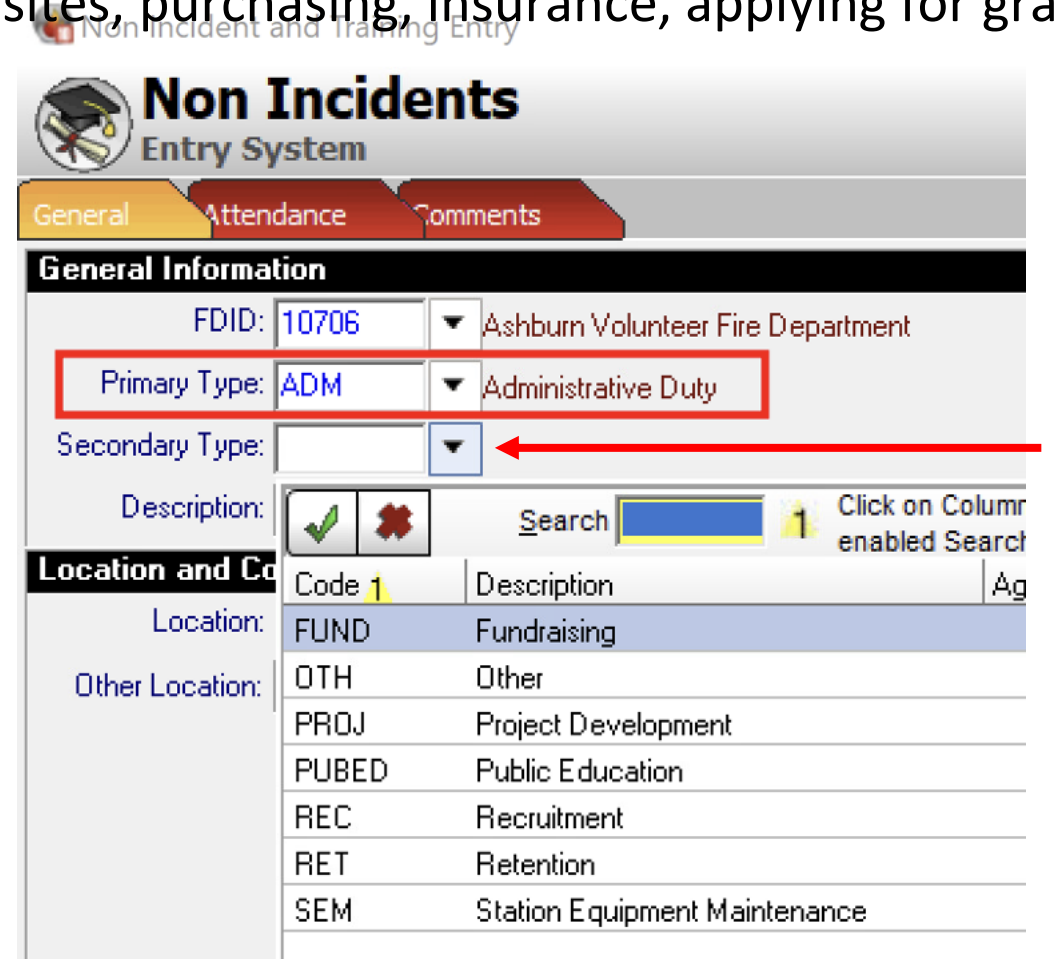
# Hours Categories

6

## Category ADM - Administrative

Administrative duties (e.g., administrative officer duties, record keeping, HR, finance, data entry, IT, membership, websites, purchasing, insurance, applying for grants, audits, e-mails, etc.)

Select “ADM” from the “Primary Type” dropdown




Then select the correct type of effort from the “Secondary Type” dropdown.

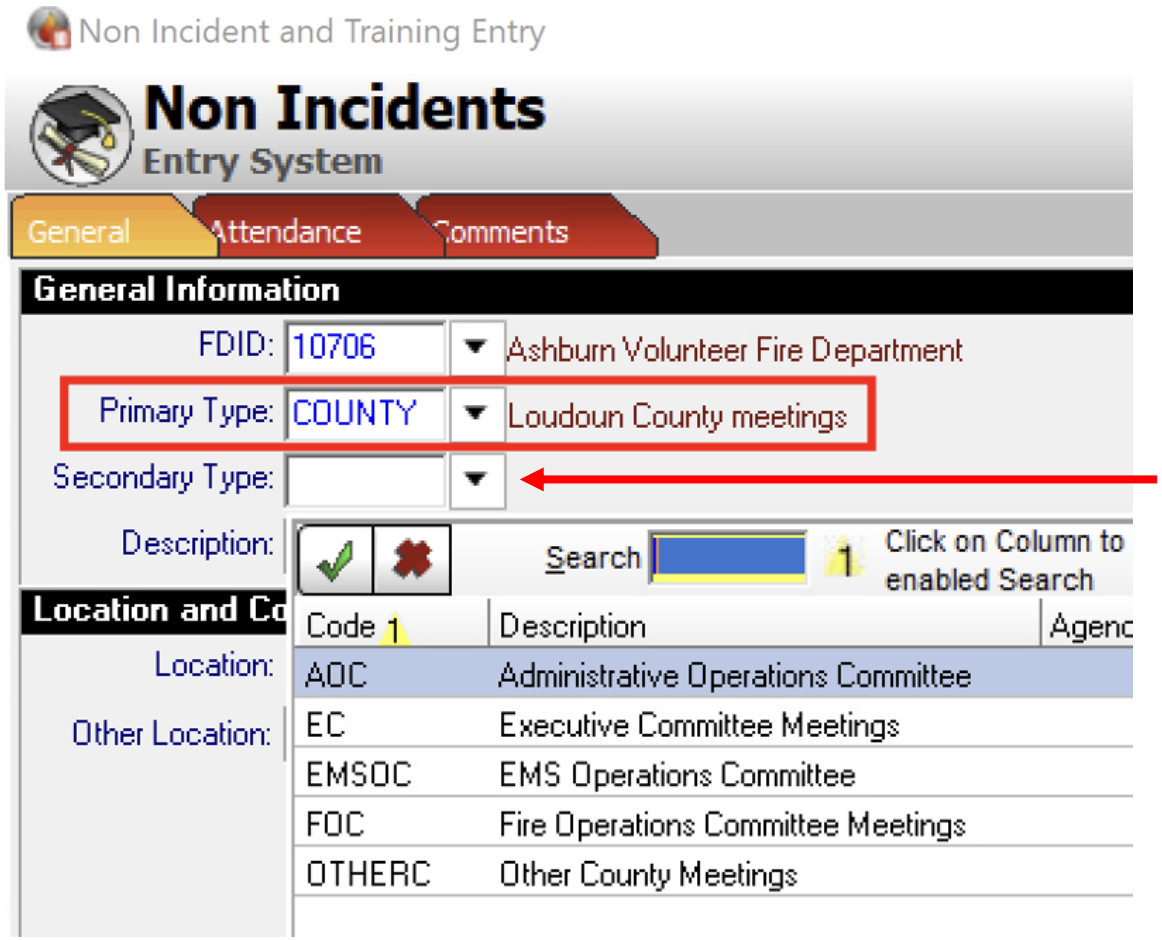
# Hours Categories

6

## Category COUNTY – Loudoun County Meetings

Meetings called and time typically entered by County personnel

Select “COUNTY” from the “Primary Type” dropdown




Then select the correct type of meeting from the “Secondary Type” dropdown.

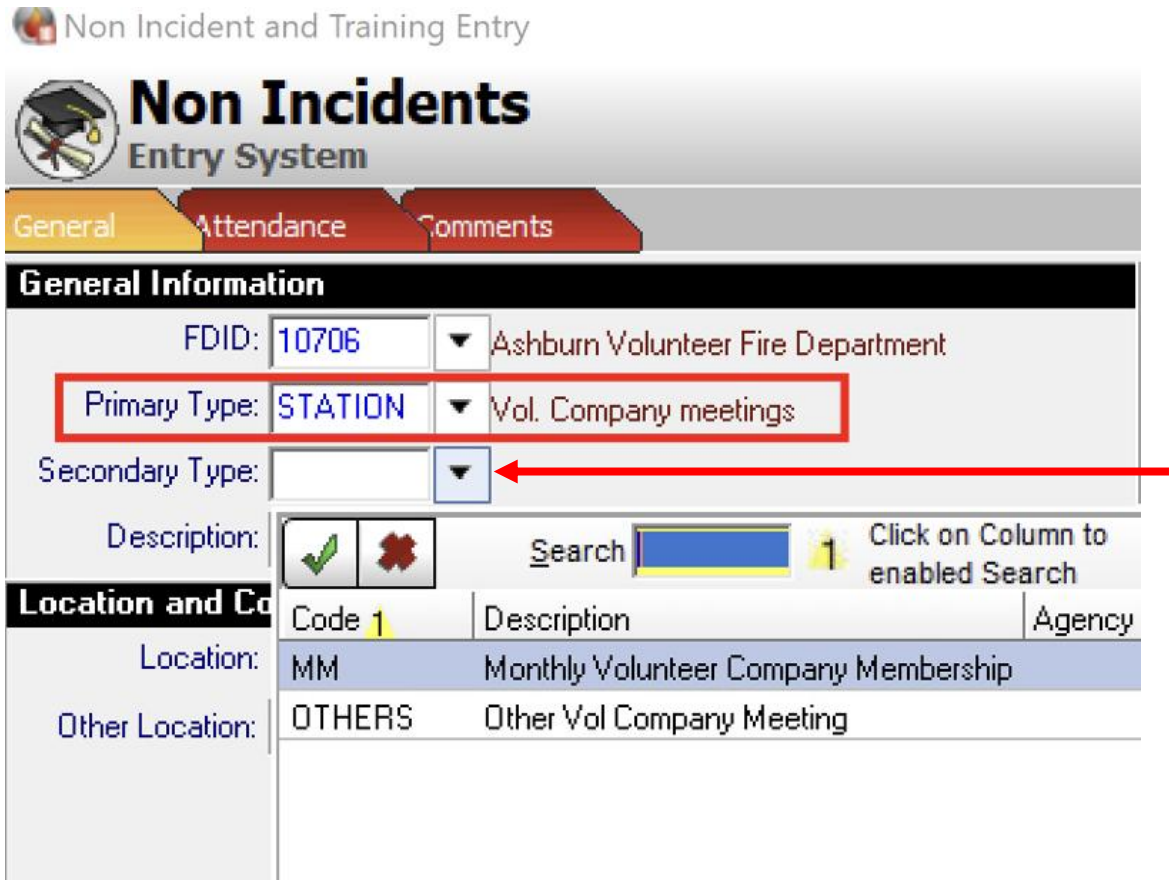
# Hours Categories

6

## Category STATION – Vol Company Meetings

Meetings called by station personnel

Select “STATION” from the “Primary Type” dropdown




Then select the correct type of meeting from the “Secondary Type” dropdown.

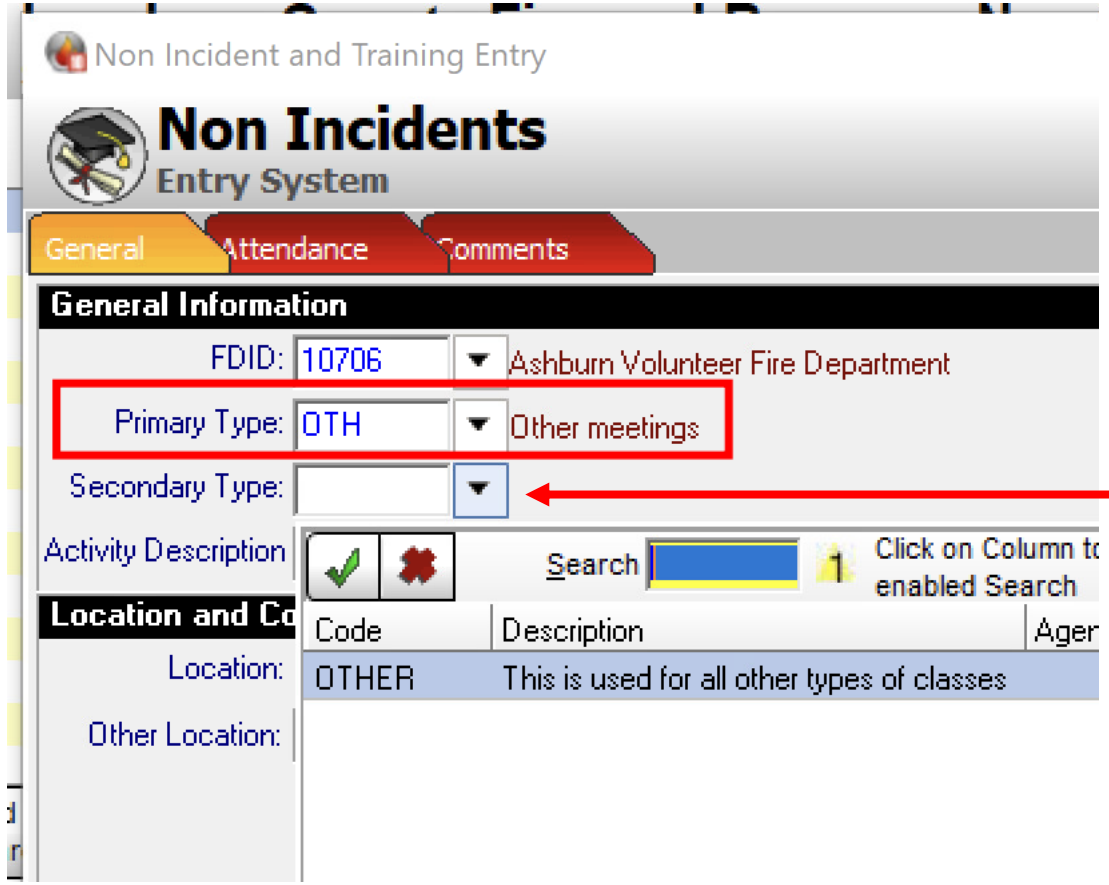
# Hours Categories

6

## Category OTH – Other Meetings

Meetings called by external (not Loudoun County or Station) personnel.

Select “OTH” from the “Primary Type” dropdown




Then select the correct type of meeting from the “Secondary Type” dropdown.

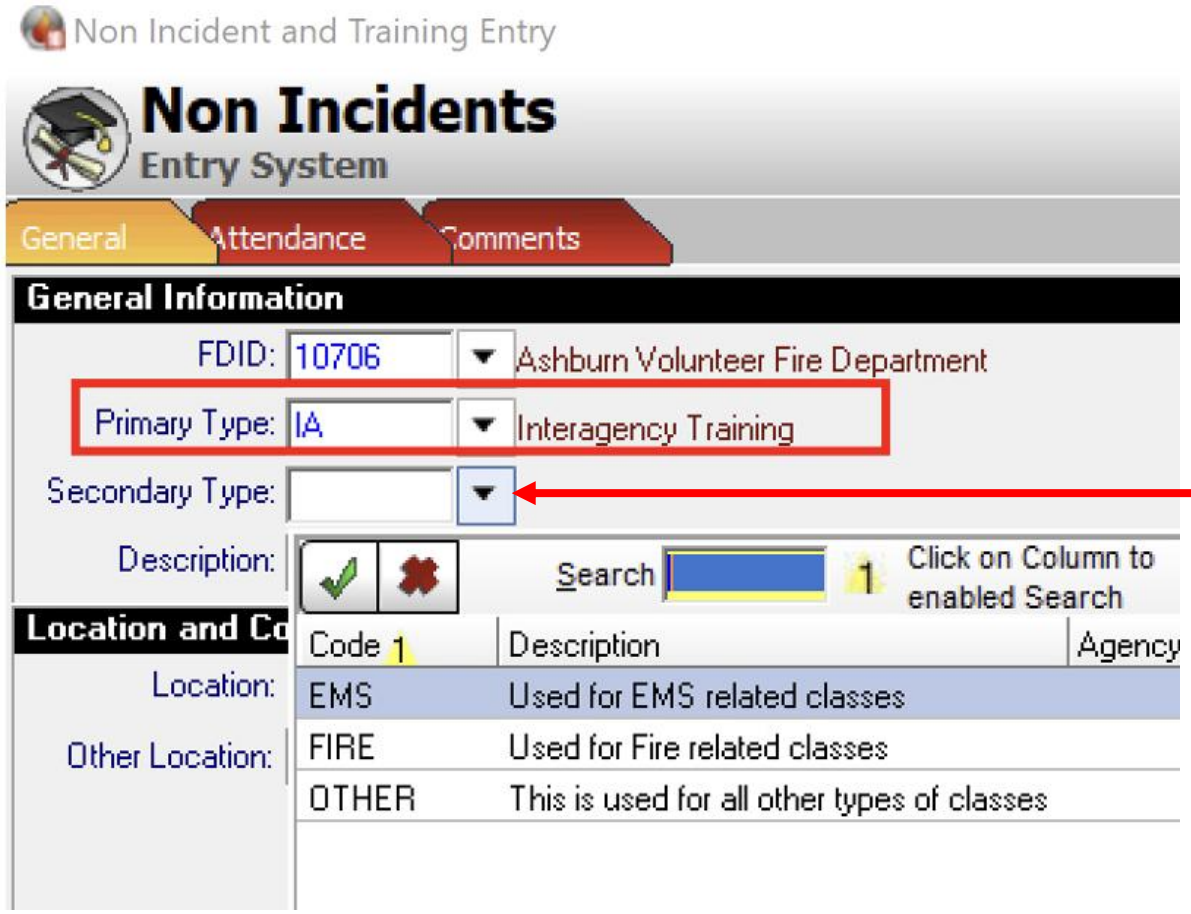
# Hours Categories

6

## Category IA– Interagency Training

Training by agency other than or jointly with Loudoun County or Station

Select “IA” from the “Primary Type” dropdown




Then select the correct type of Training from the “Secondary Type” dropdown.

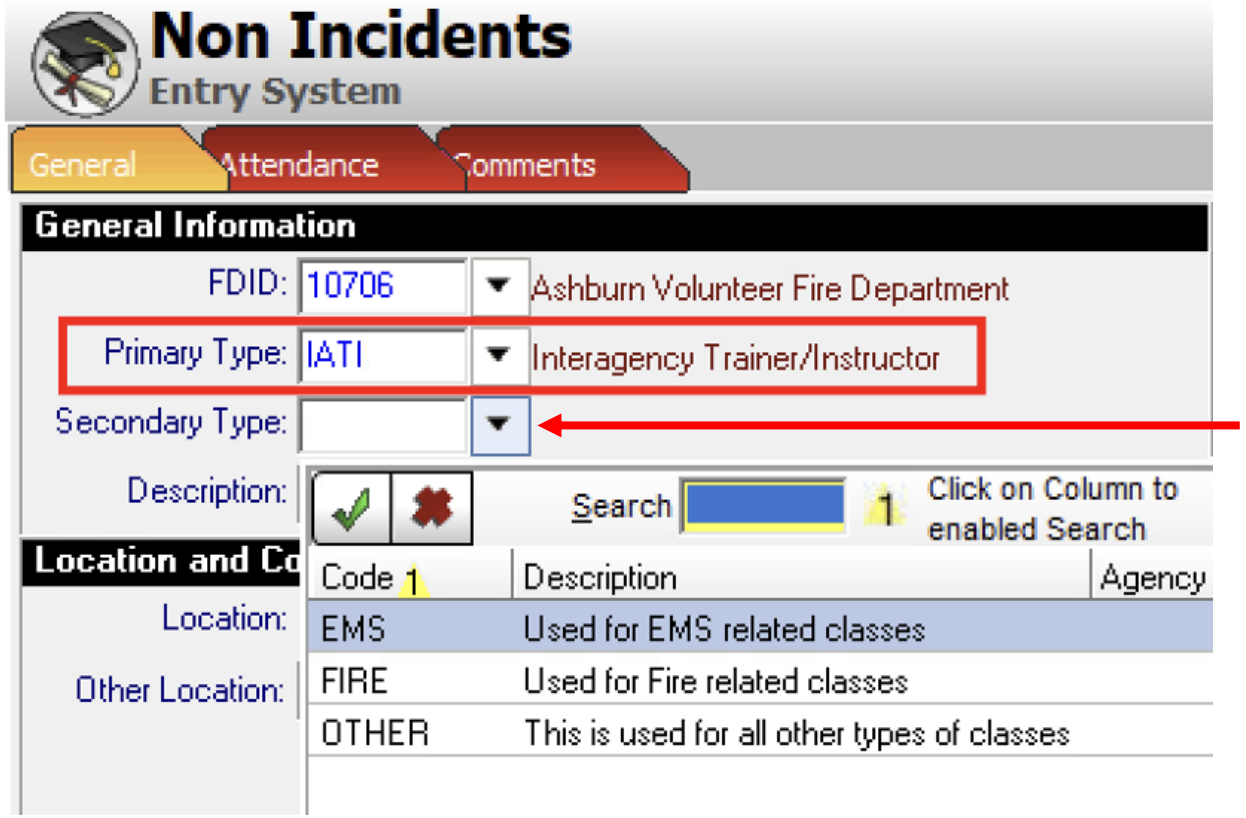
# Hours Categories

6

## Category IATI– Interagency Trainer/Instructor

Trainer/Instructor for training by agency other than or jointly with Loudoun County or Station

Select “IATI” from the “Primary Type” dropdown




Then select the correct type of Training from the “Secondary Type” dropdown.

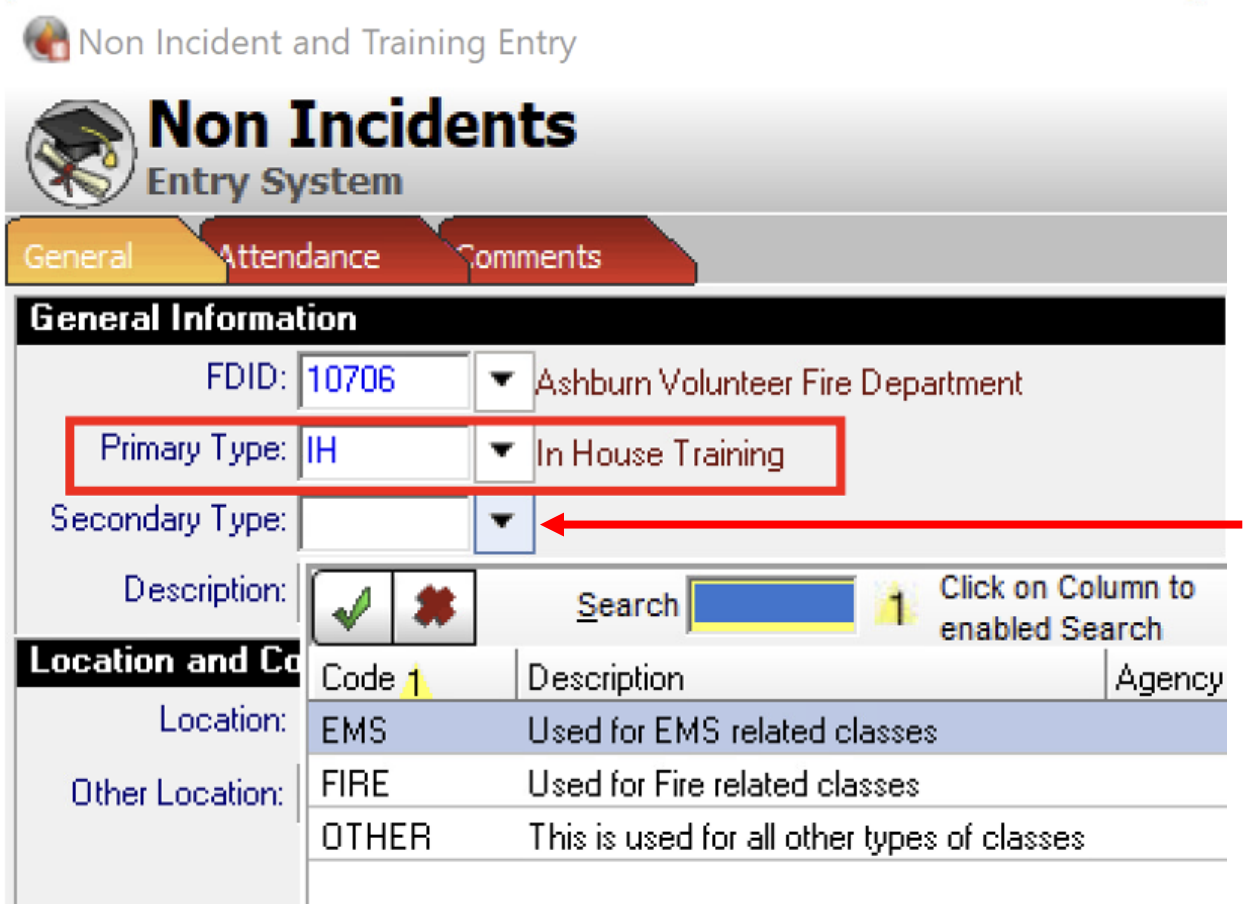
# Hours Categories

6

## Category IH– In House Training

Training delivered by the Station

Select “IH” from the “Primary Type” dropdown




Then select the correct type of Training from the “Secondary Type” dropdown.

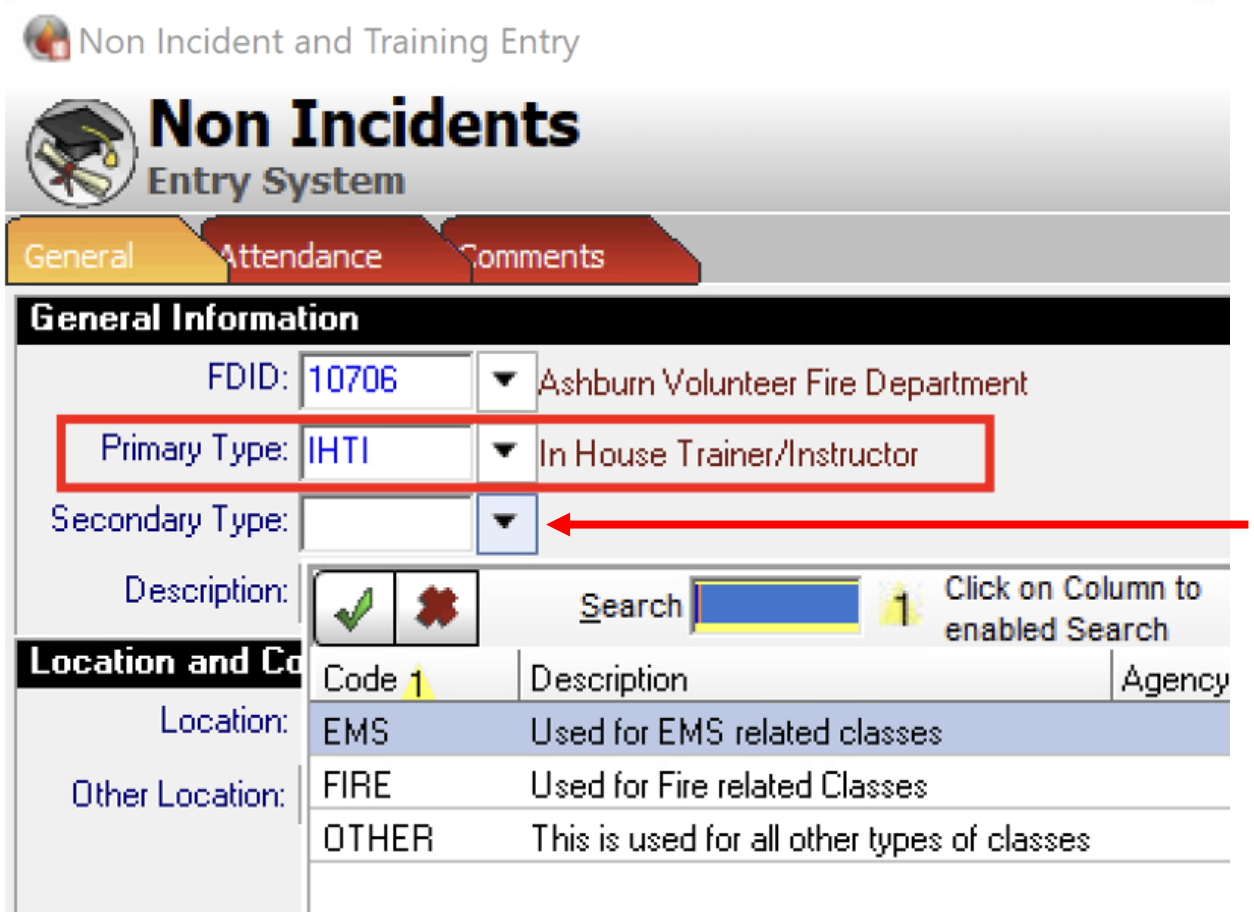
# Hours Categories

6

## Category IHTI– In House Trainer/Instructor

Trainer/Instructor for Training delivered by the Station

Select “IHTI” from the “Primary Type” dropdown




Then select the correct type of Training from the “Secondary Type” dropdown.

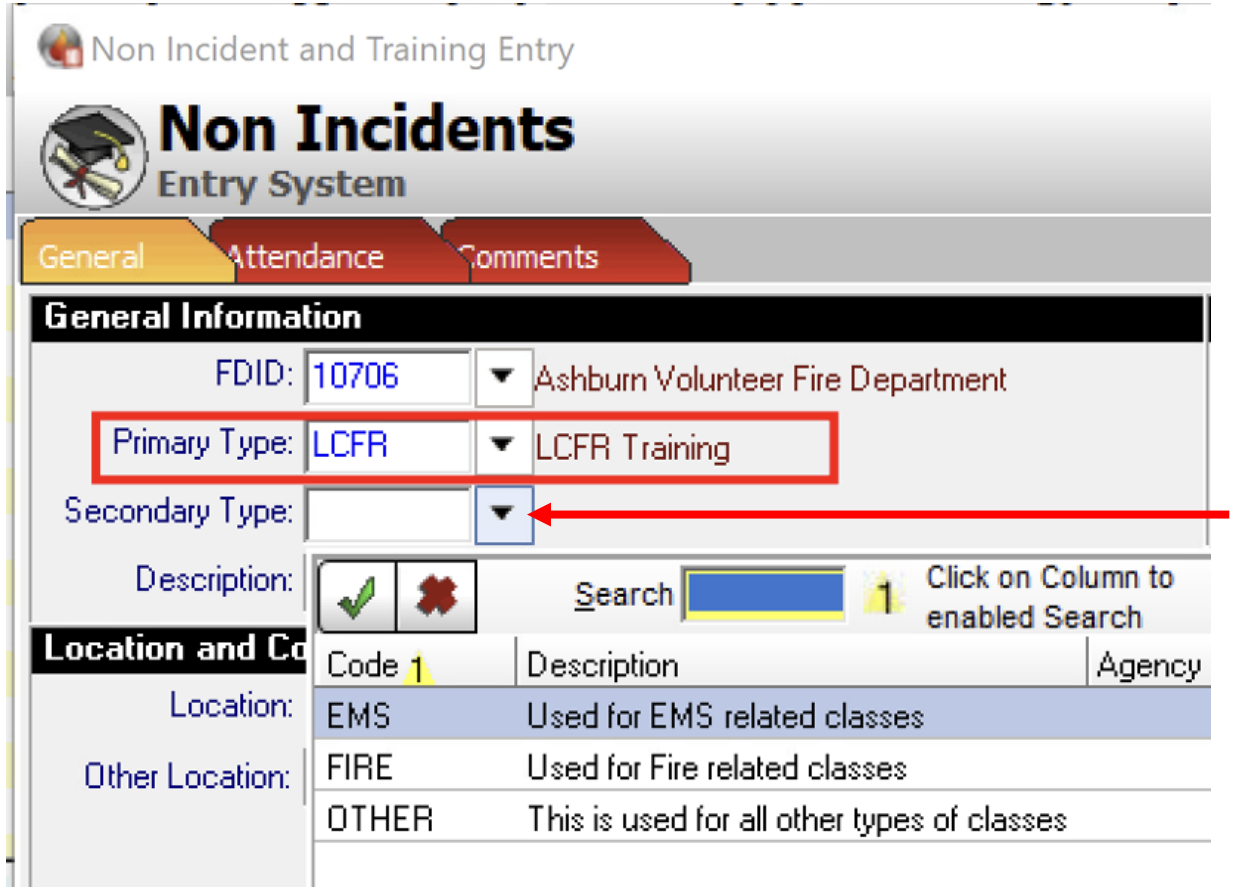
# Hours Categories

6

## Category LCFR – LCFR Training

Training delivered by LCFR – time will be typically entered by LCFR

Select “LCFR” from the “Primary Type” dropdown




Then select the correct type of Training from the “Secondary Type” dropdown.

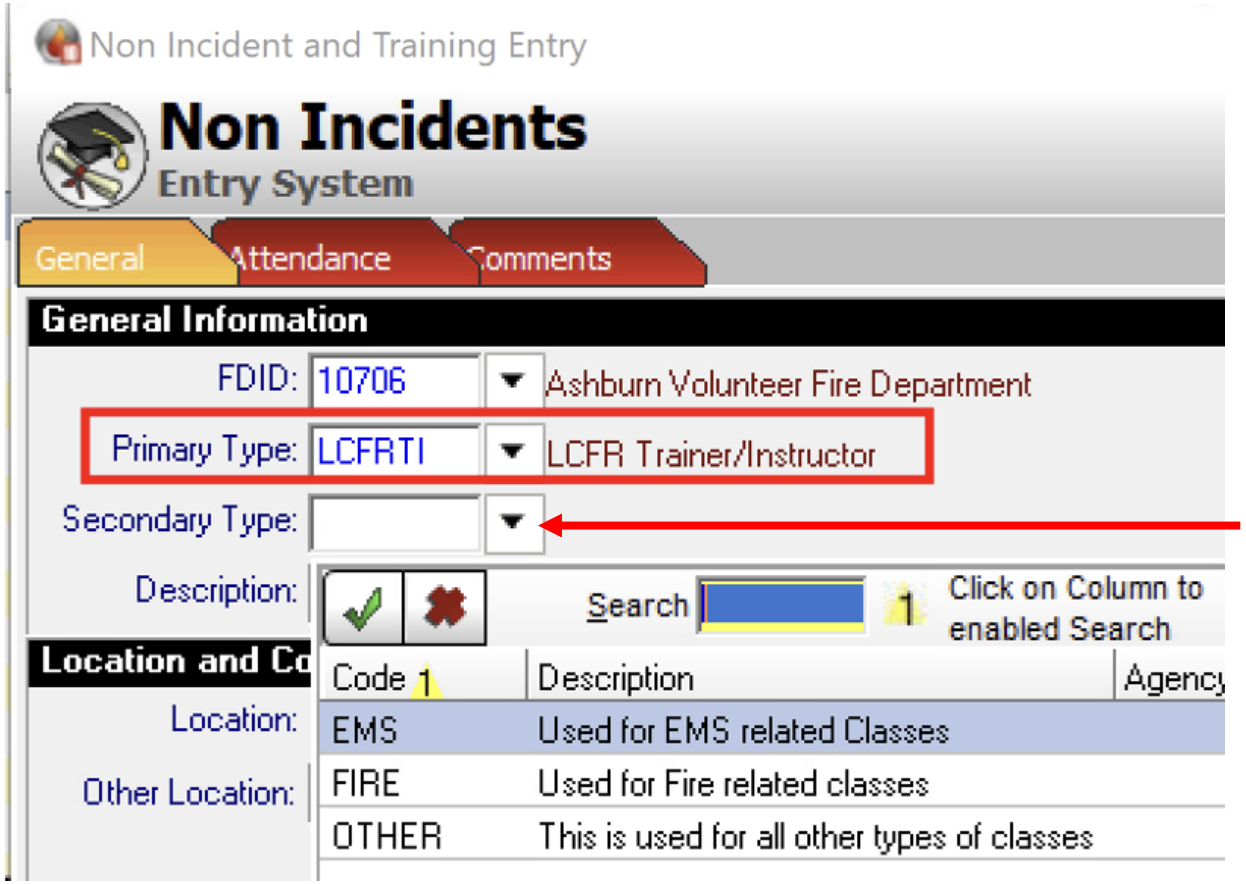
# Hours Categories

6

## Category LCFRTI – LCFR Trainer/Instructor

Trainer or Instructor for Training delivered by LCFR – time will be typically entered by LCFR

Select “LCFRTI” from the “Primary Type” dropdown




Then select the correct type of Training from the “Secondary Type” dropdown.

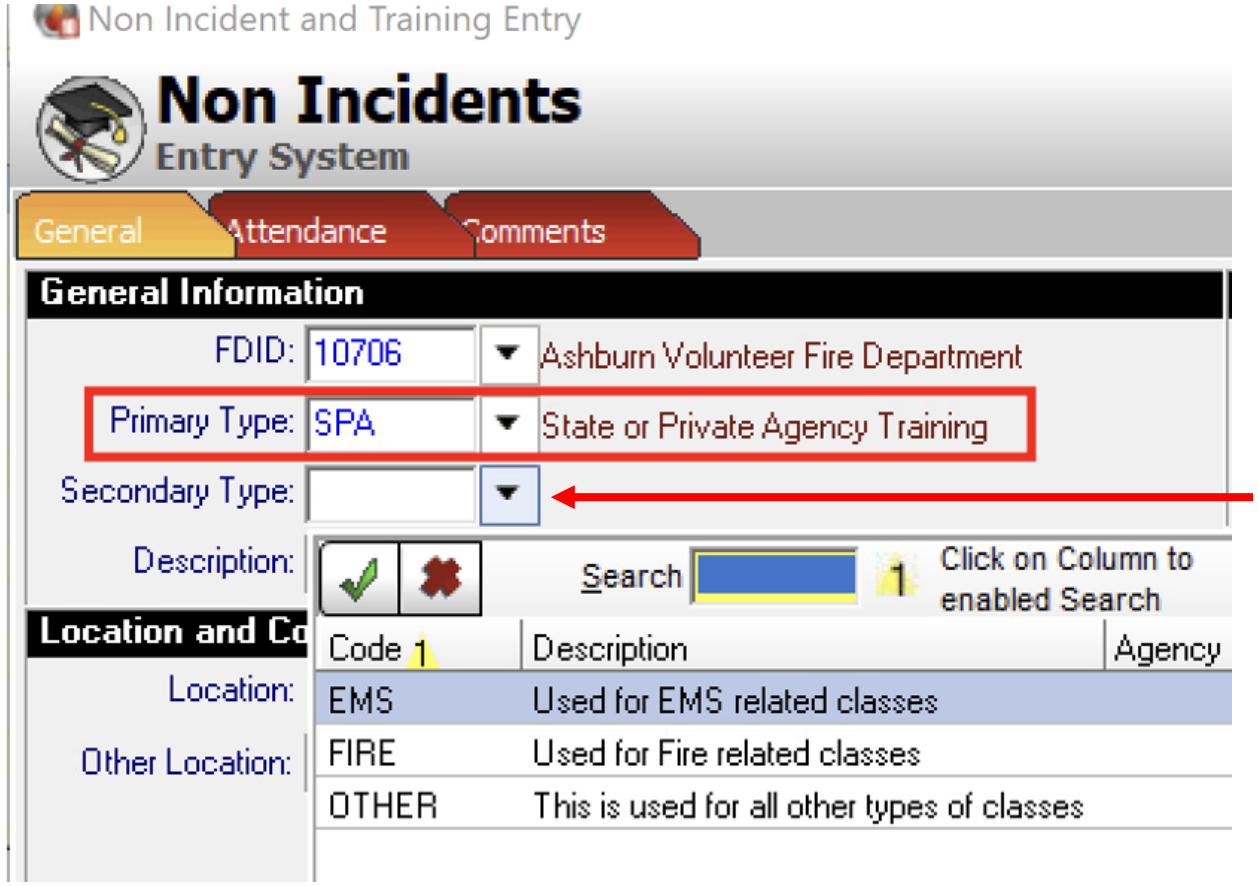
# Hours Categories

6

## Category SPA – State or Private Agency Training

Training delivered by State or Private Agencies

Select “SPA” from the “Primary Type” dropdown




Then select the correct type of Training from the “Secondary Type” dropdown.

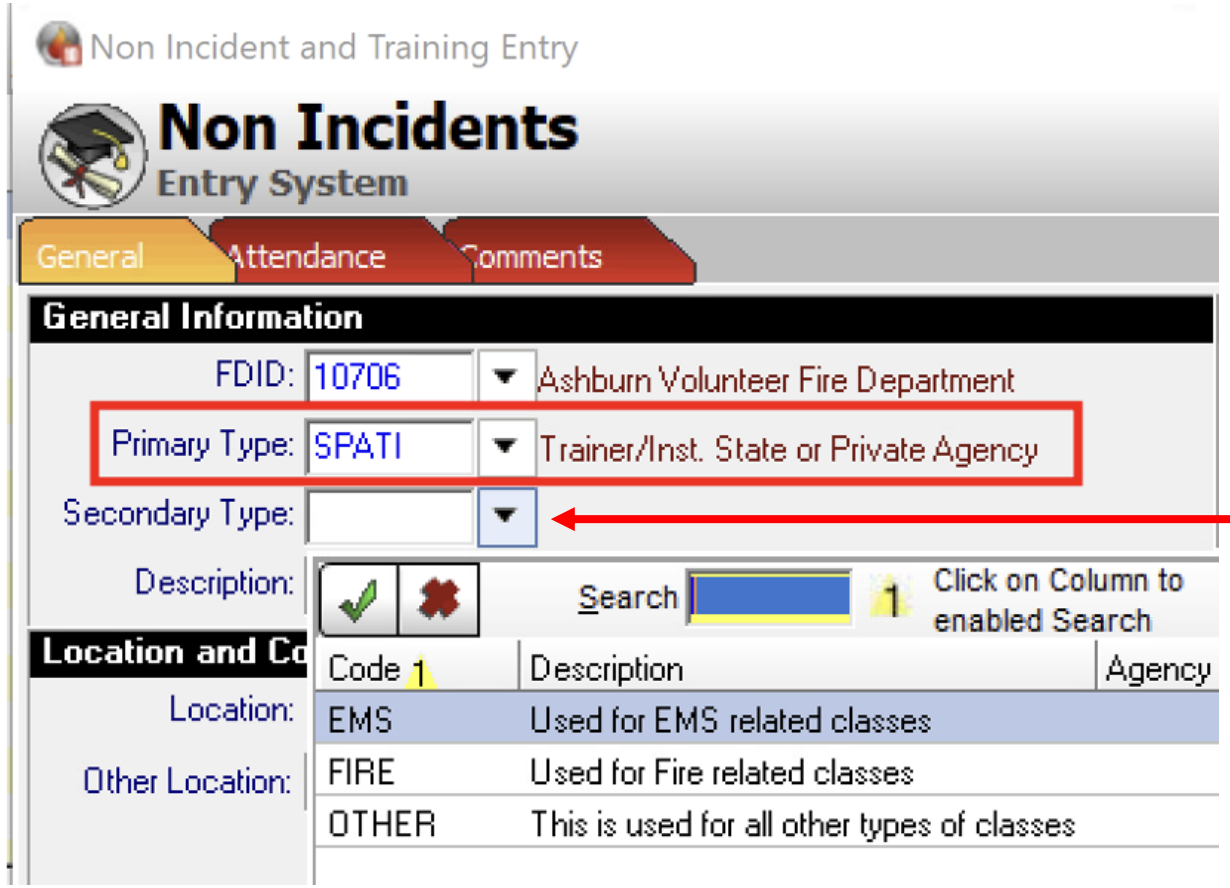
# Hours Categories

6

## Category SPATI– Trainer/Inst. State or Private Agency

Trainer or Instructor for Training delivered by State or Private Agencies

Select “SPATI” from the “Primary Type” dropdown




Then select the correct type of Training from the “Secondary Type” dropdown.

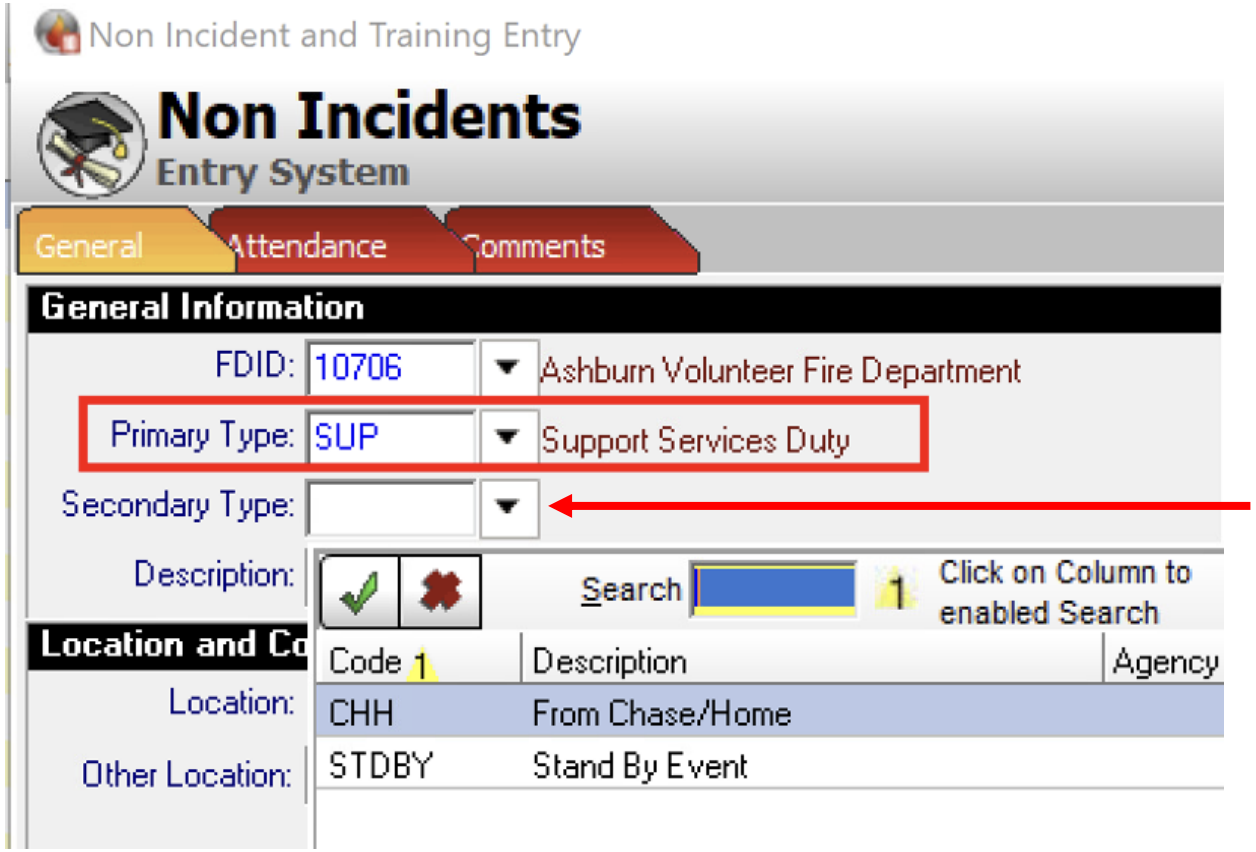
# Hours Categories

6

## Category SUP– Support Services Duty

Support Services from Home or on Standby – not assigned to a duty crew

Select “SUP” from the “Primary Type” dropdown




Then select the correct type of effort from the “Secondary Type” dropdown.

# Accessing Alpine from a Personal Computer

6

I recommend to use a different internet browser to log into the County Outlook and Teams  from what you use to log into the AVFRD Outlook email and Teams.

For example, I use Microsoft Edge to log into AVFRD email and Teams and Chrome to log into the County email, Teams and Alpine.

# Accessing Alpine from a Personal Computer

6

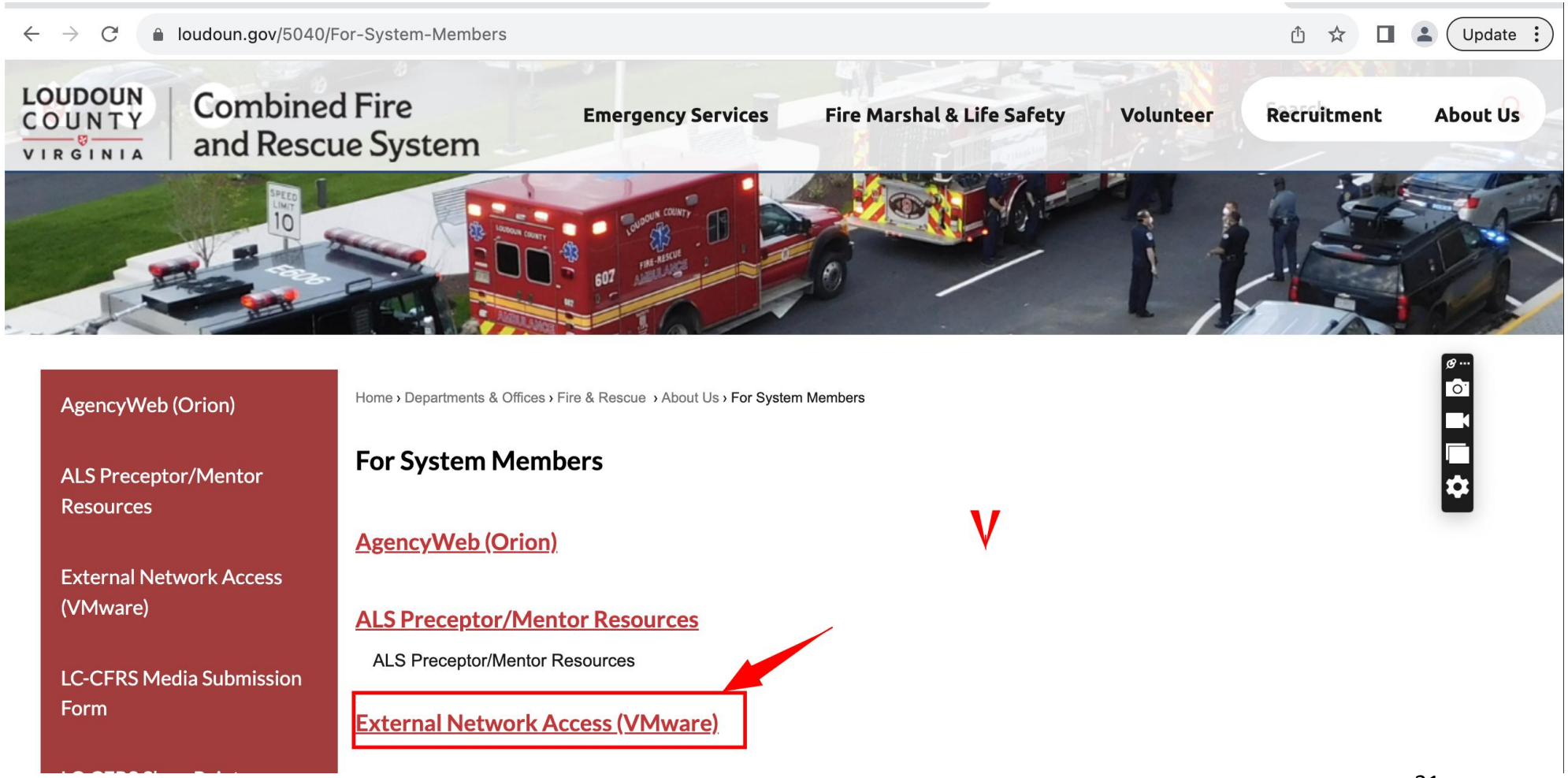
Go to https://www.loudoun.gov/fire website

Scroll down and click on For System Members

# Accessing Alpine from a Personal Computer

6

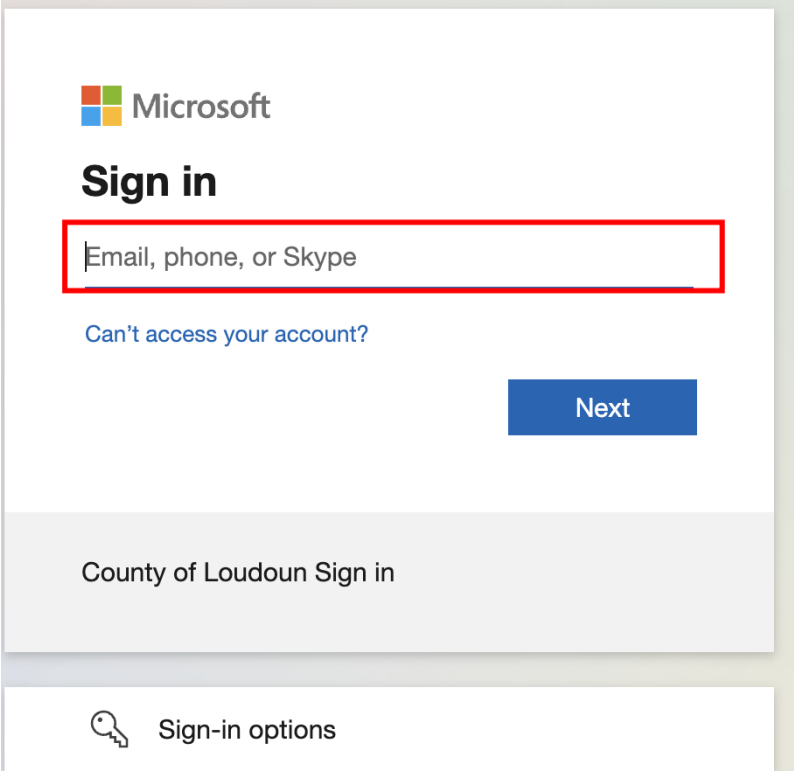
Click on External Network Access (VMWARE)



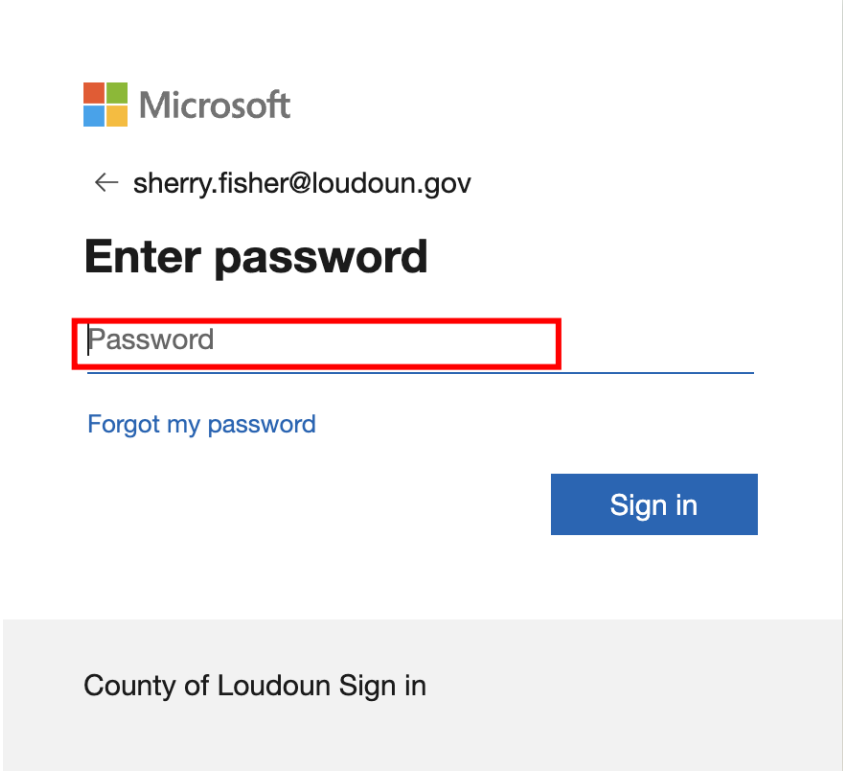
# Accessing Alpine from a Personal Computer

6

Enter your Loudoun County Email Address



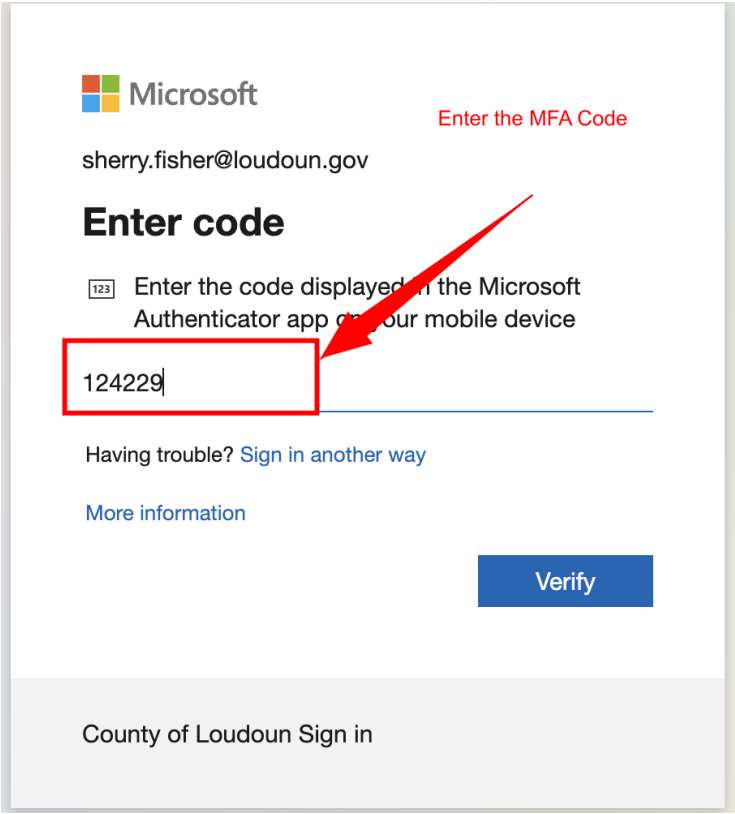

Enter your Loudoun County Email Password



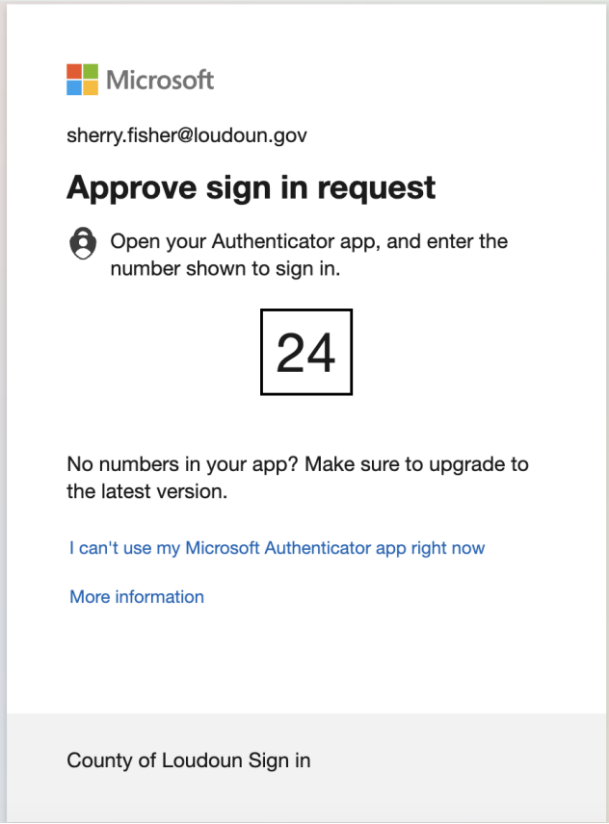
# Accessing Alpine from a Personal Computer

6

Enter the MFA (Multi Factor Authentication ) Code




OR

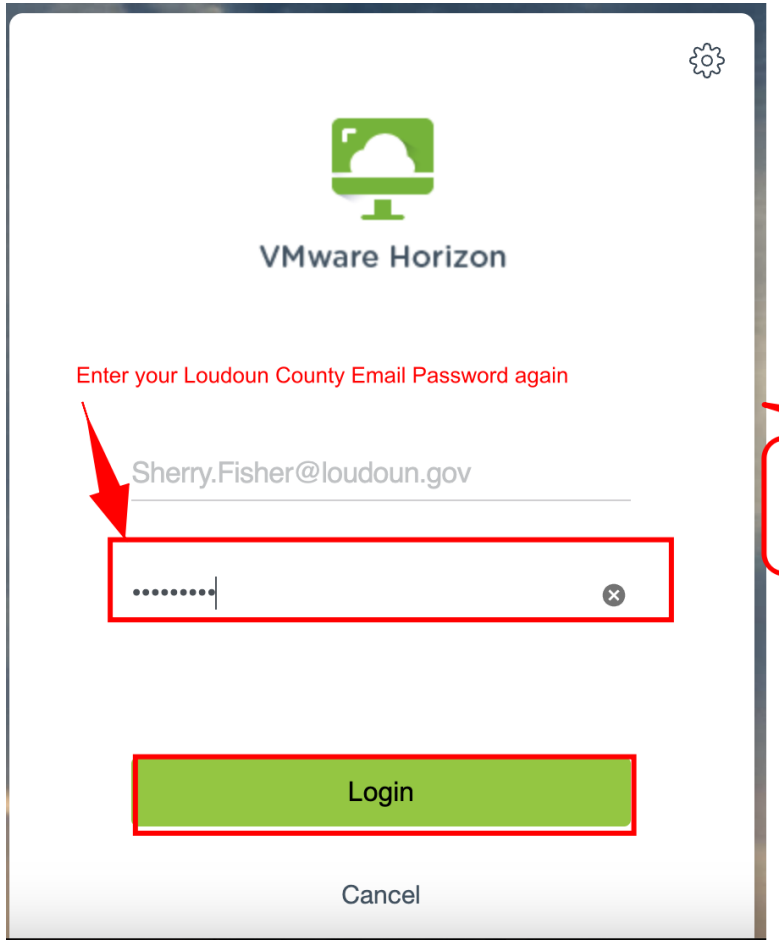



Click on Yes

# Accessing Alpine from a Personal Computer

6

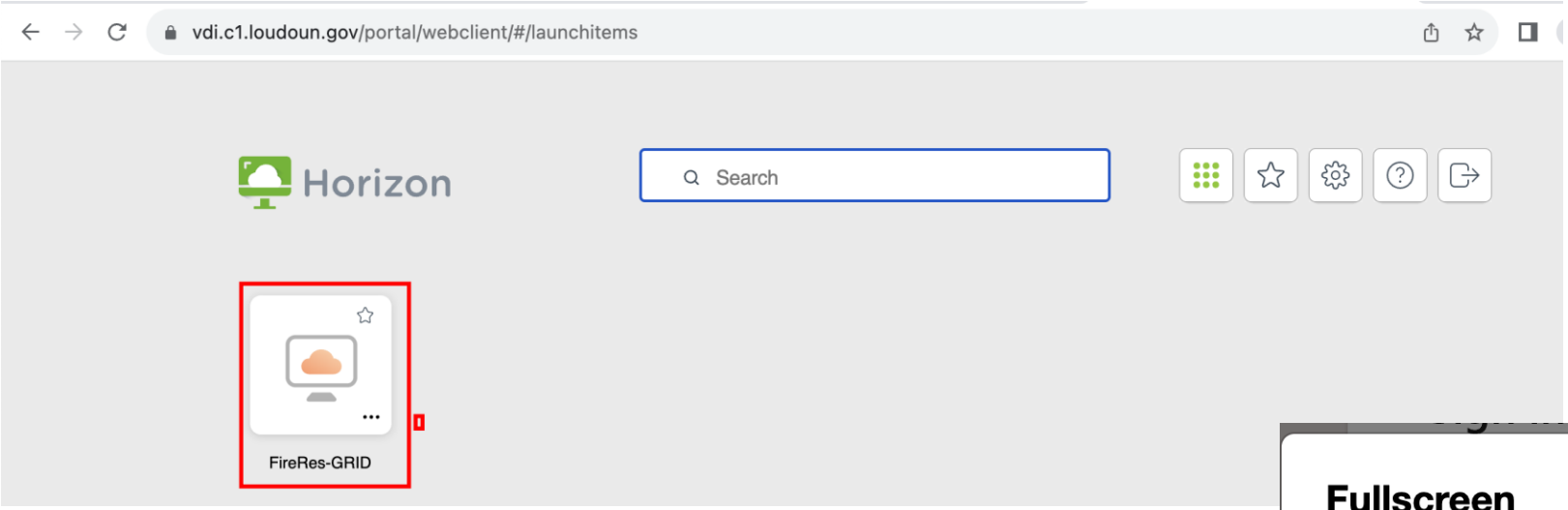
Enter your Loudoun County Email and password again



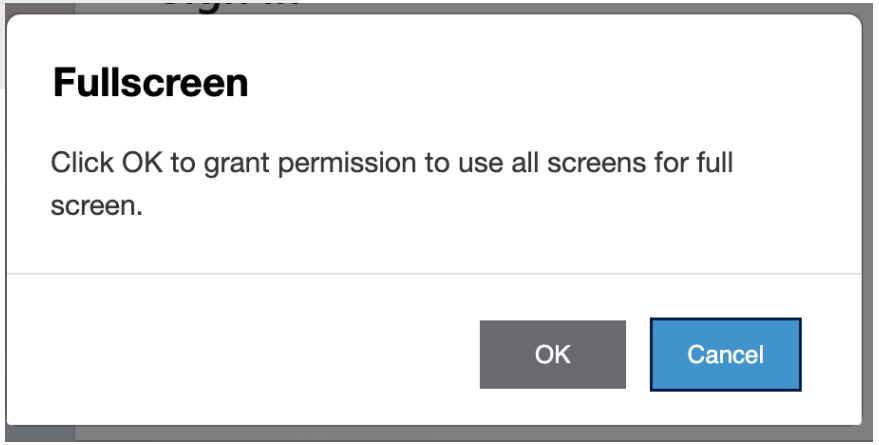
# Accessing Alpine from a Personal Computer

6

Click on the FireRes-GRID icon



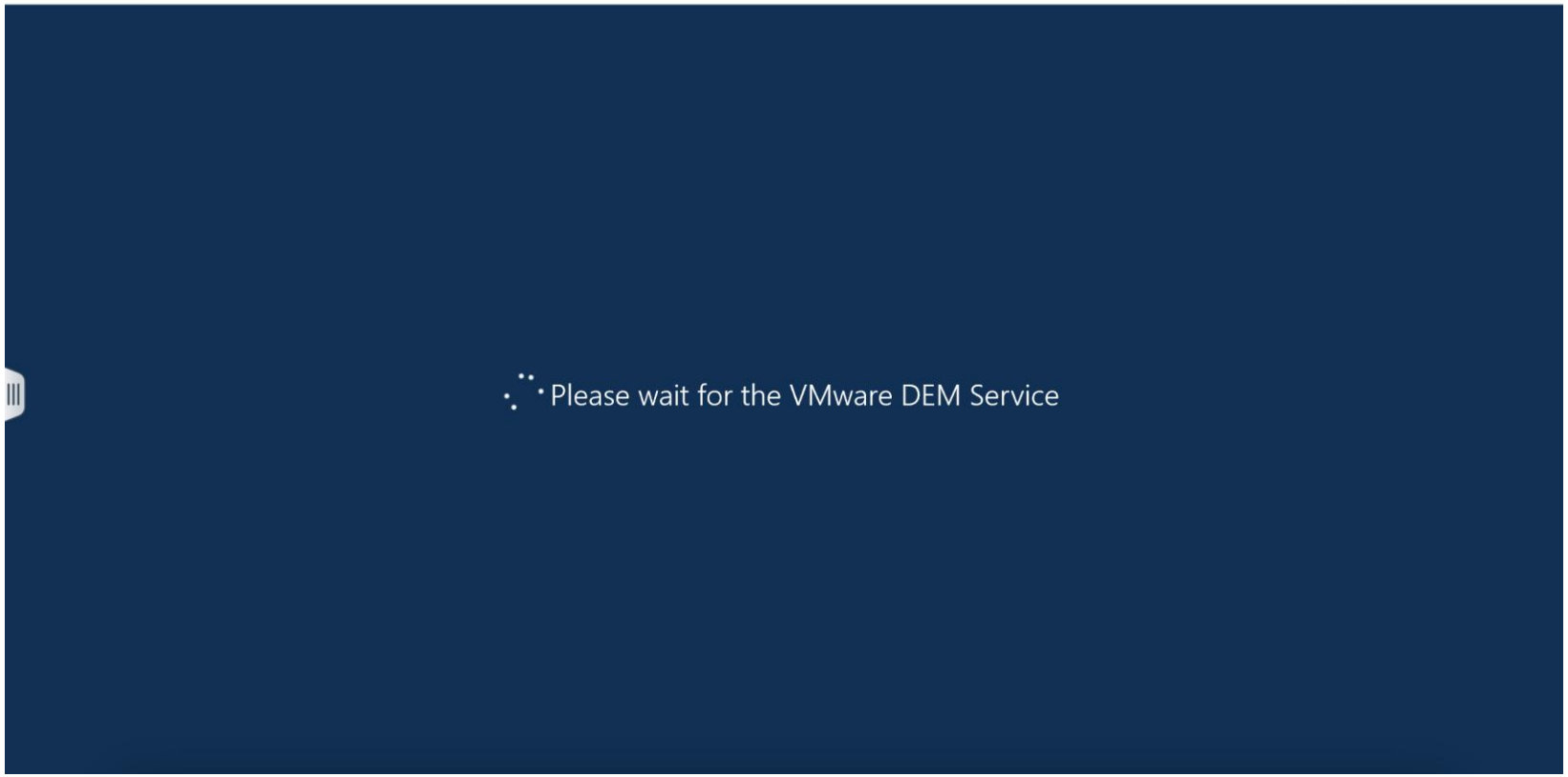

Click on Cancel if you want your menus to still be visible when the desktop loads



# Accessing Alpine from a Personal Computer

6

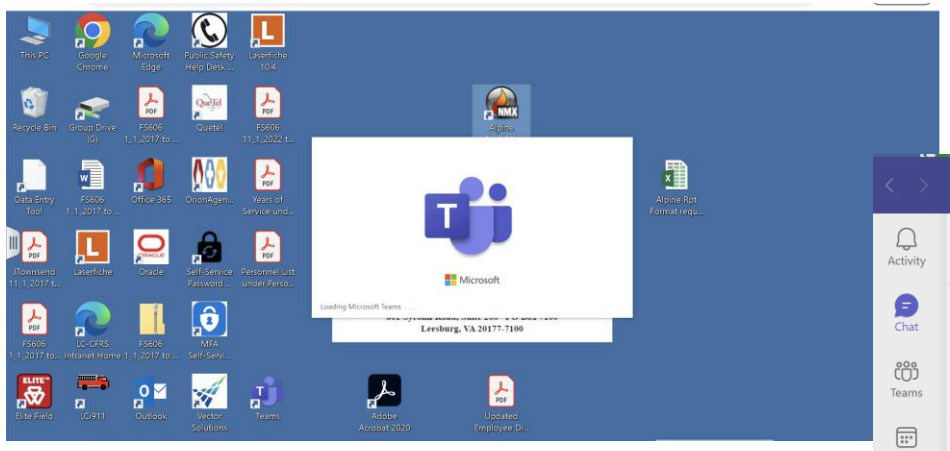
It may take some time for the virtual desktop to open



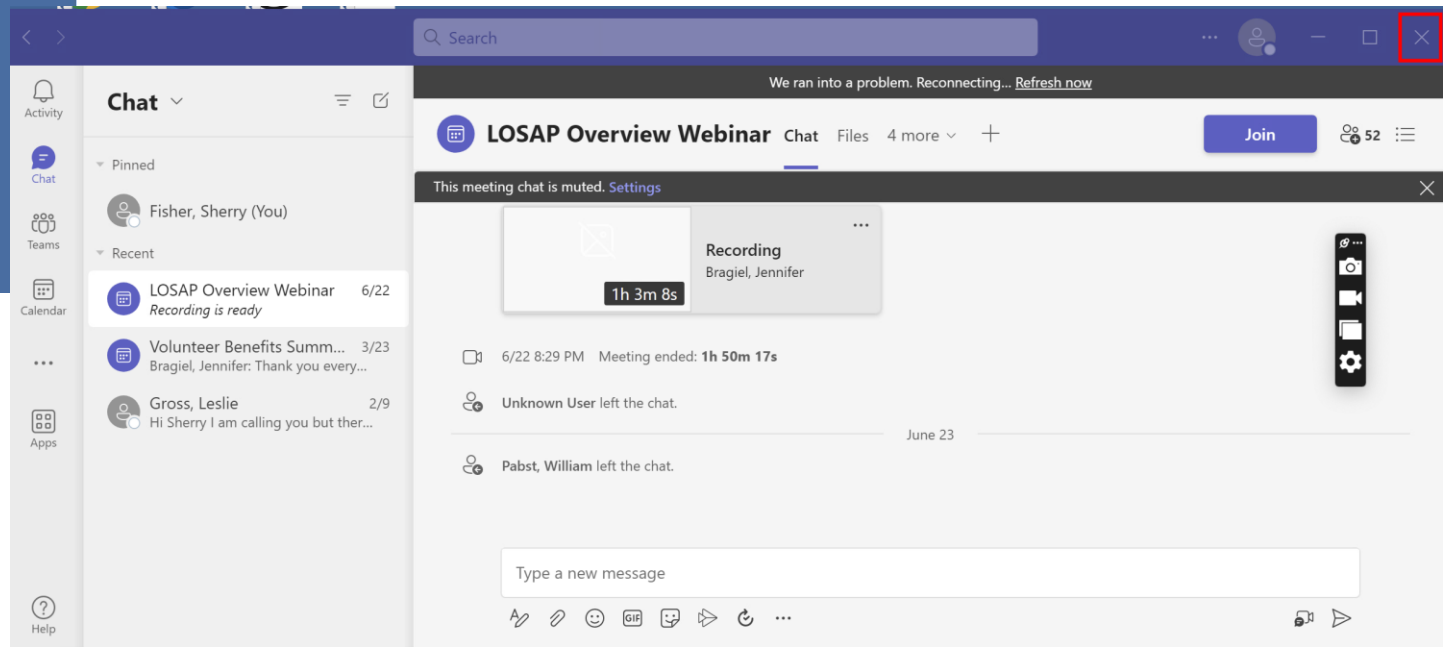
# Accessing Alpine from a Personal Computer

6

Teams will open



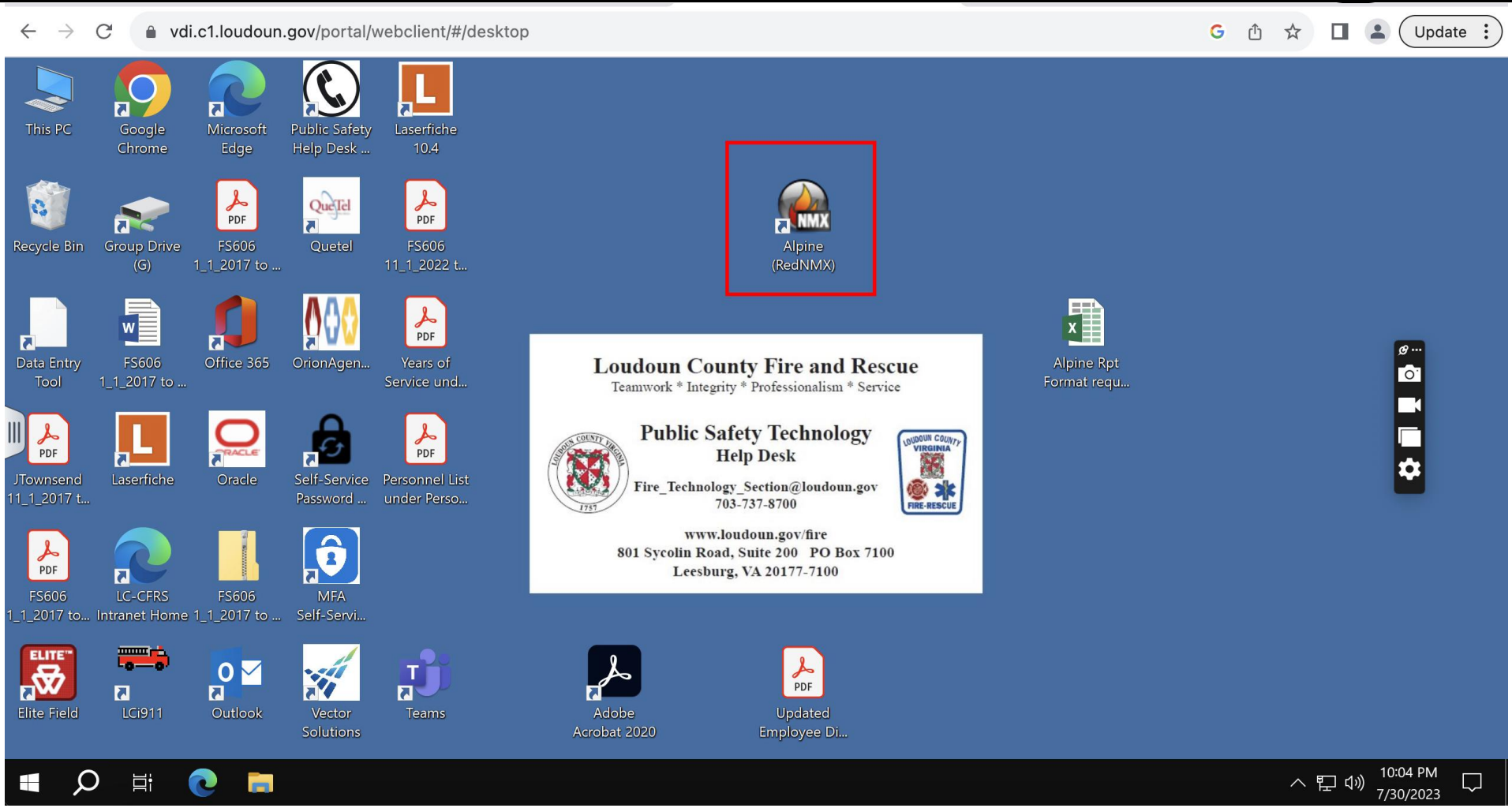

Teams can be closed by clicking on the X in the upper right-hand corner or it can be left running.



# Accessing Alpine from a Personal Computer

6

Click on the Alpine RedNMX icon

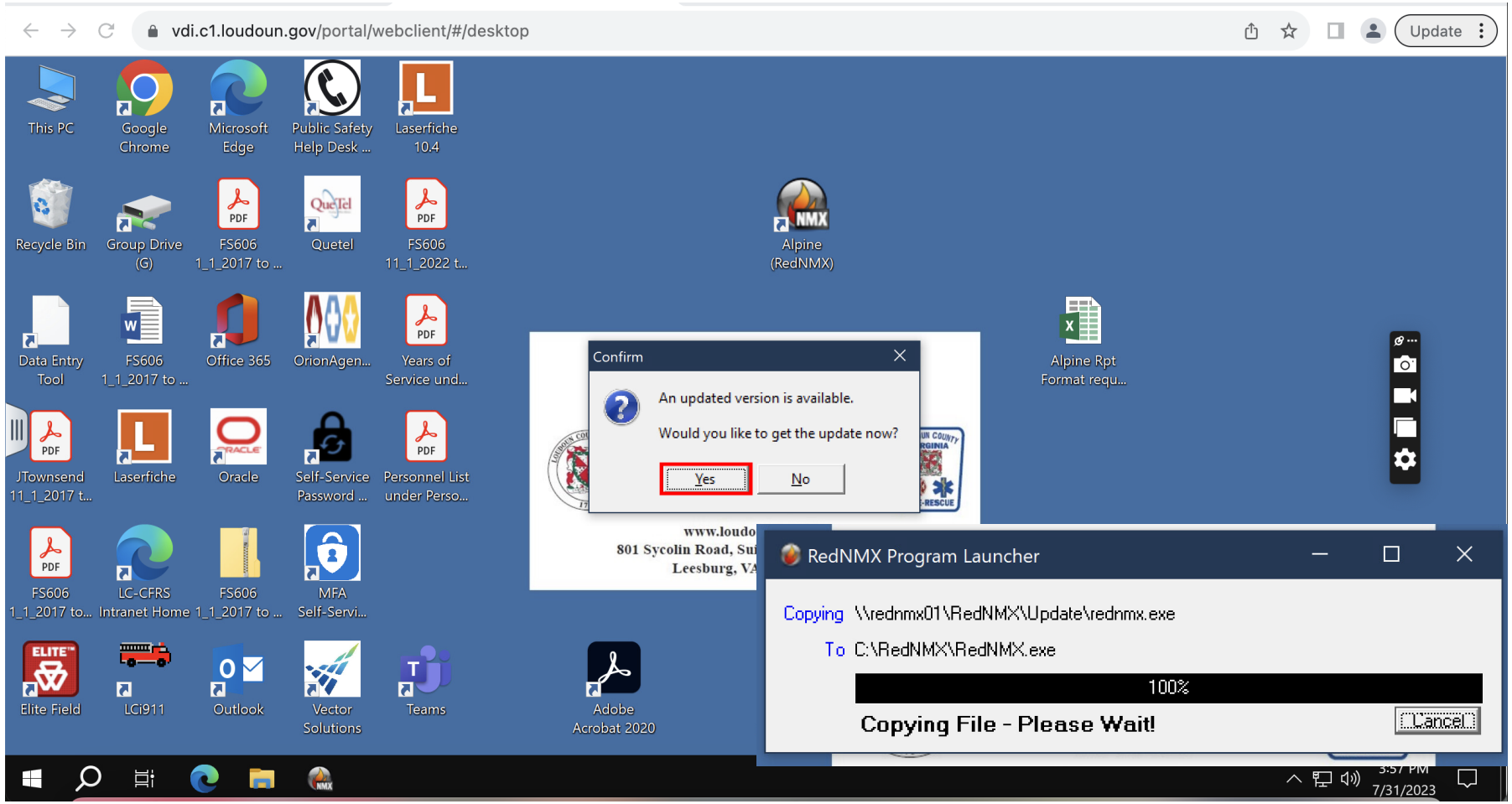


# Accessing Alpine from a Personal Computer

6

Click on Yes to update Alpine if prompted

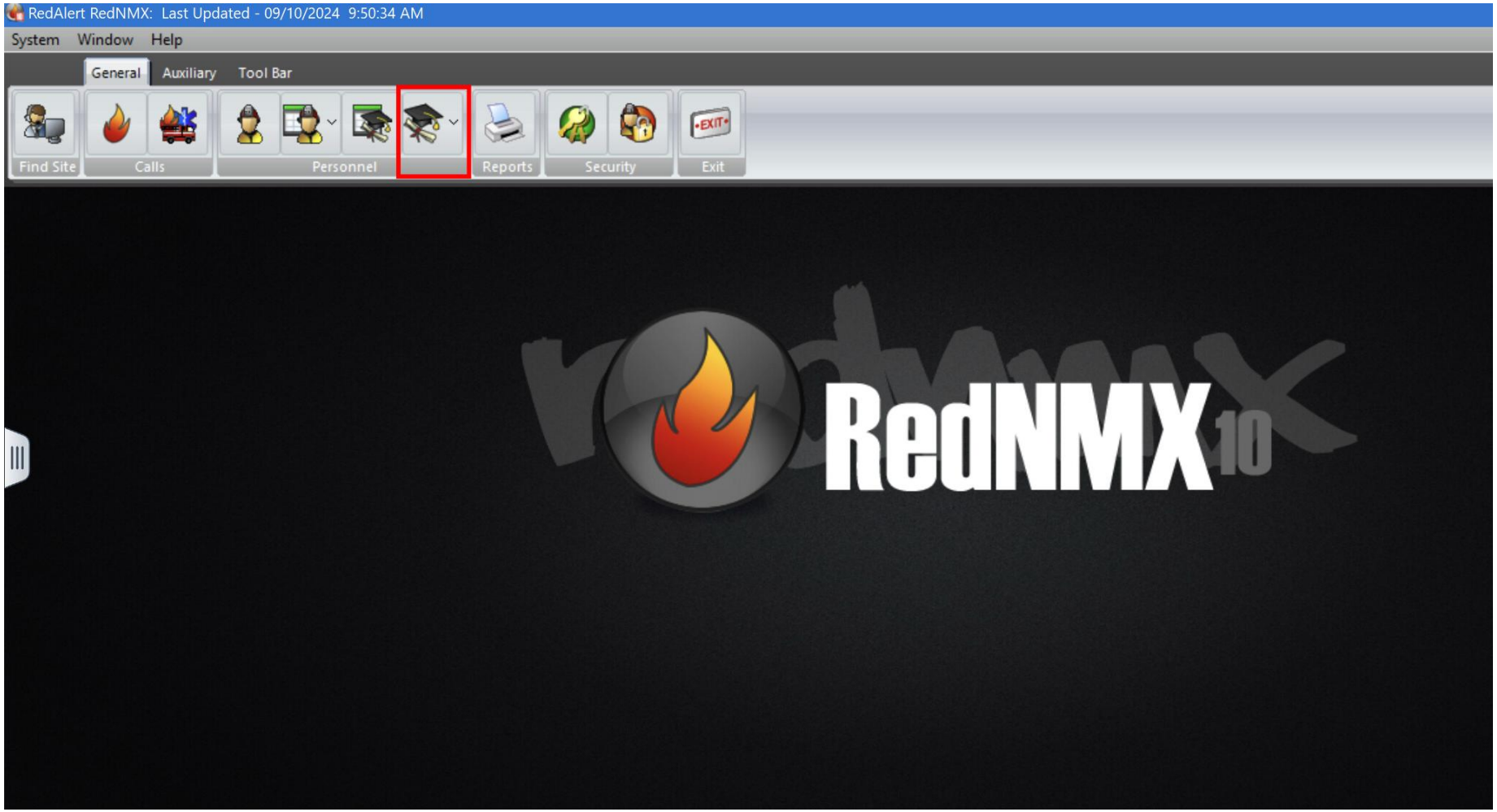
You will see a RedNMX Program Launcher that should run quickly



# Input Volunteer Hours into Alpine

6

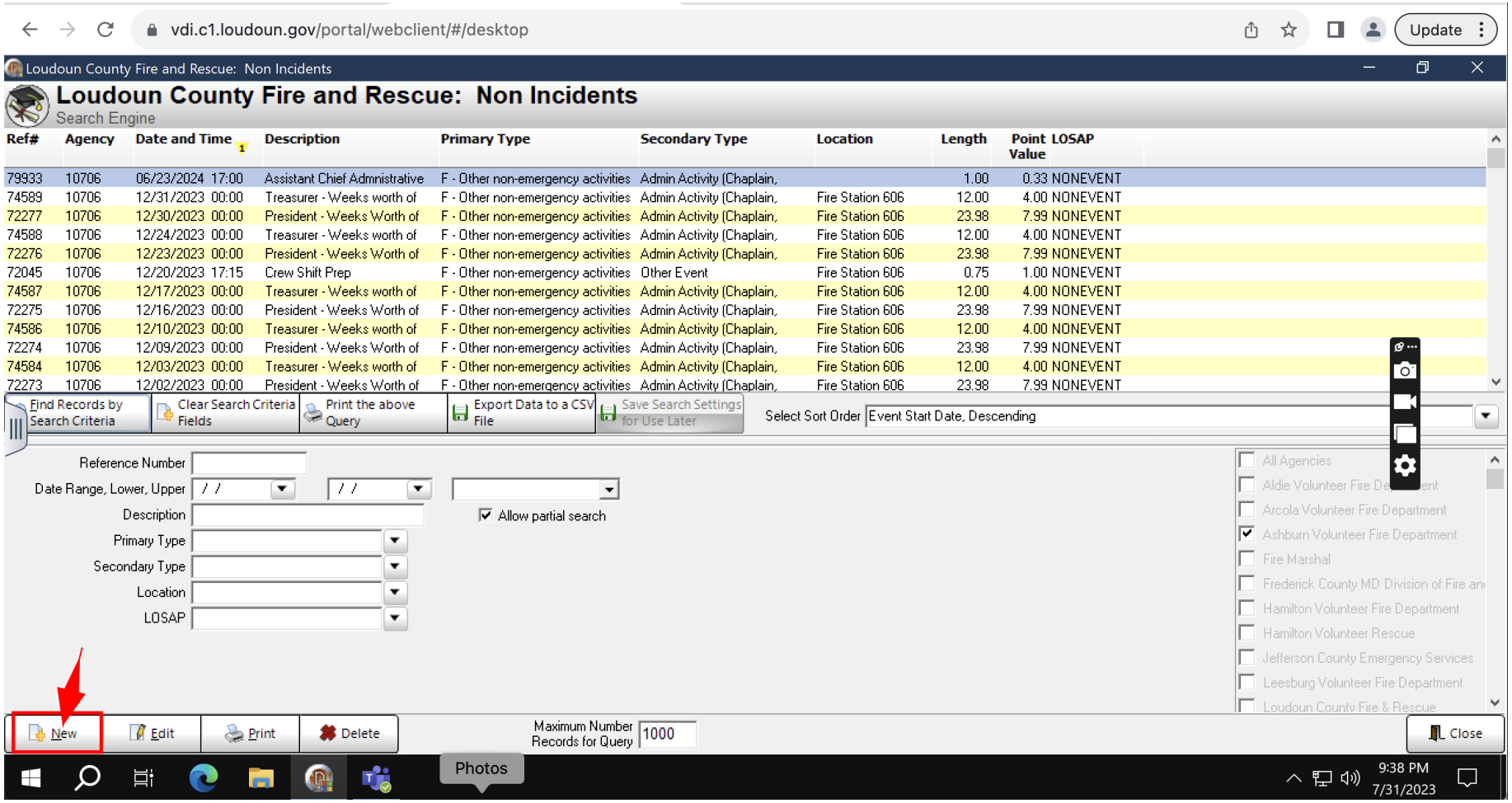
Click on the Mortar Board with the Diploma - Department Events and Training



# Input Volunteer Hours into Alpine

6

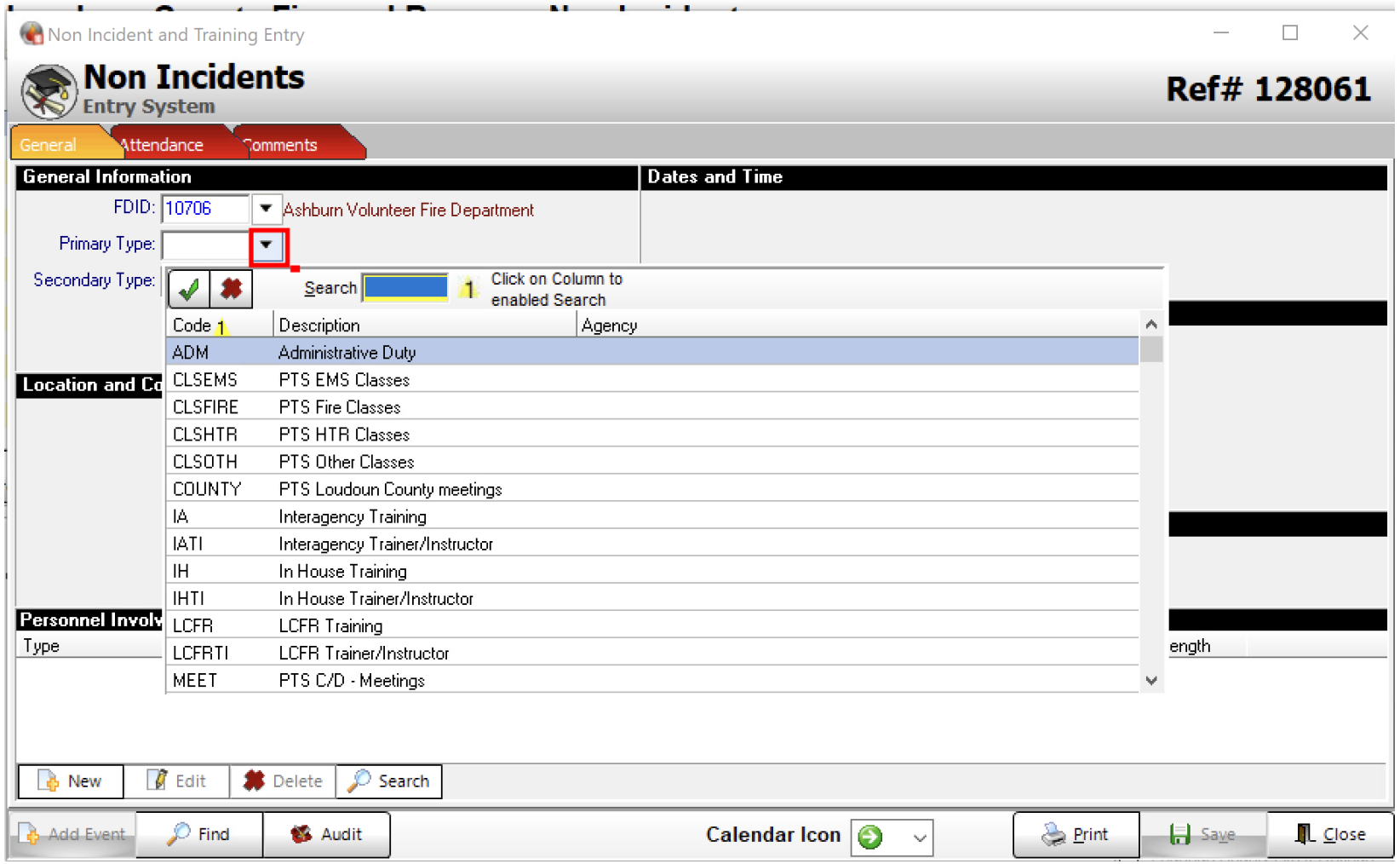
Click on the ‘New’ button



# Input Volunteer Hours into Alpine

6

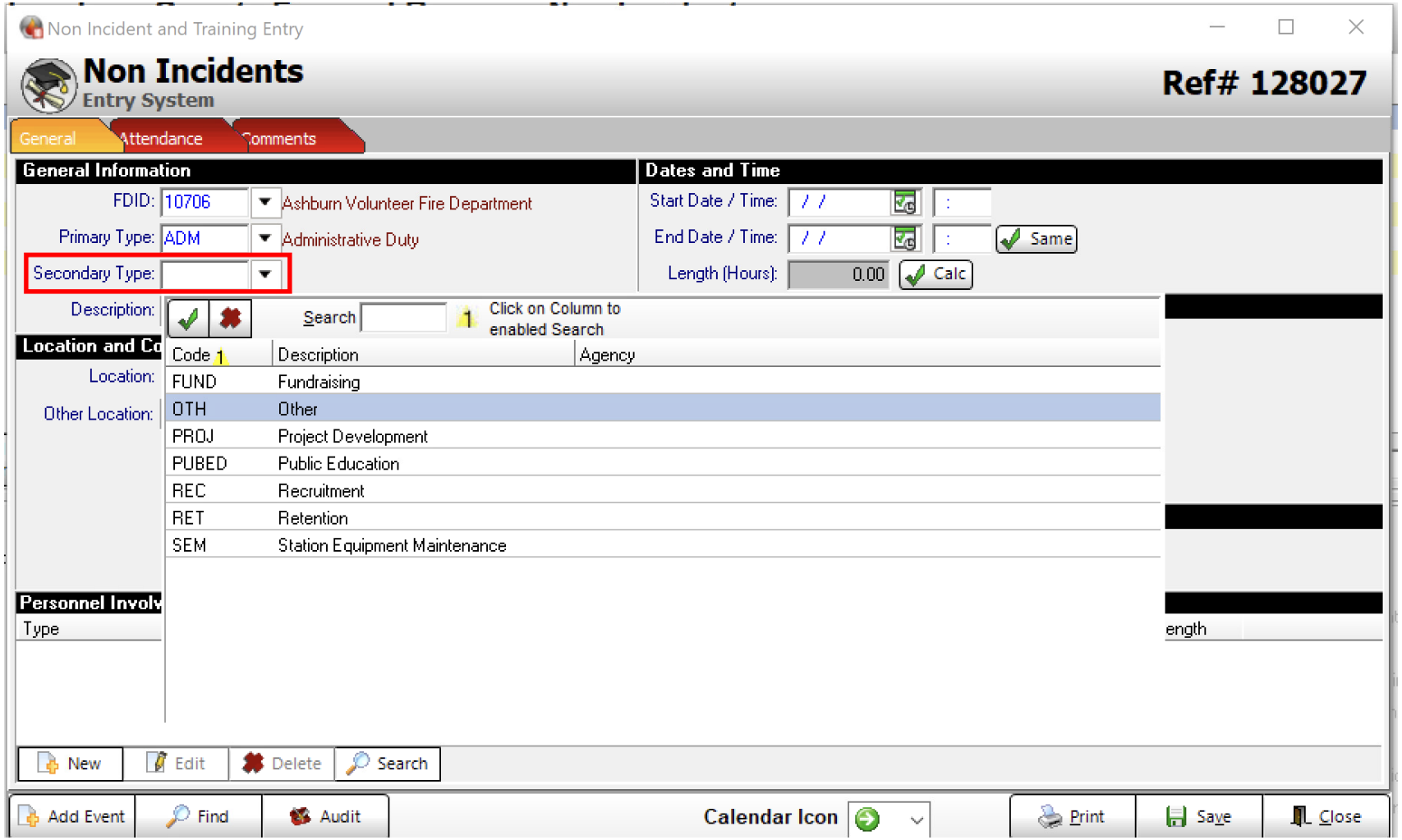
Click on the drop down by Primary Type and select the correct category that matches the effort you are recording time for



# Input Volunteer Hours into Alpine

6

Click on the drop down by Secondary Type and select the correct sub-category



# Input Volunteer Hours into Alpine

6

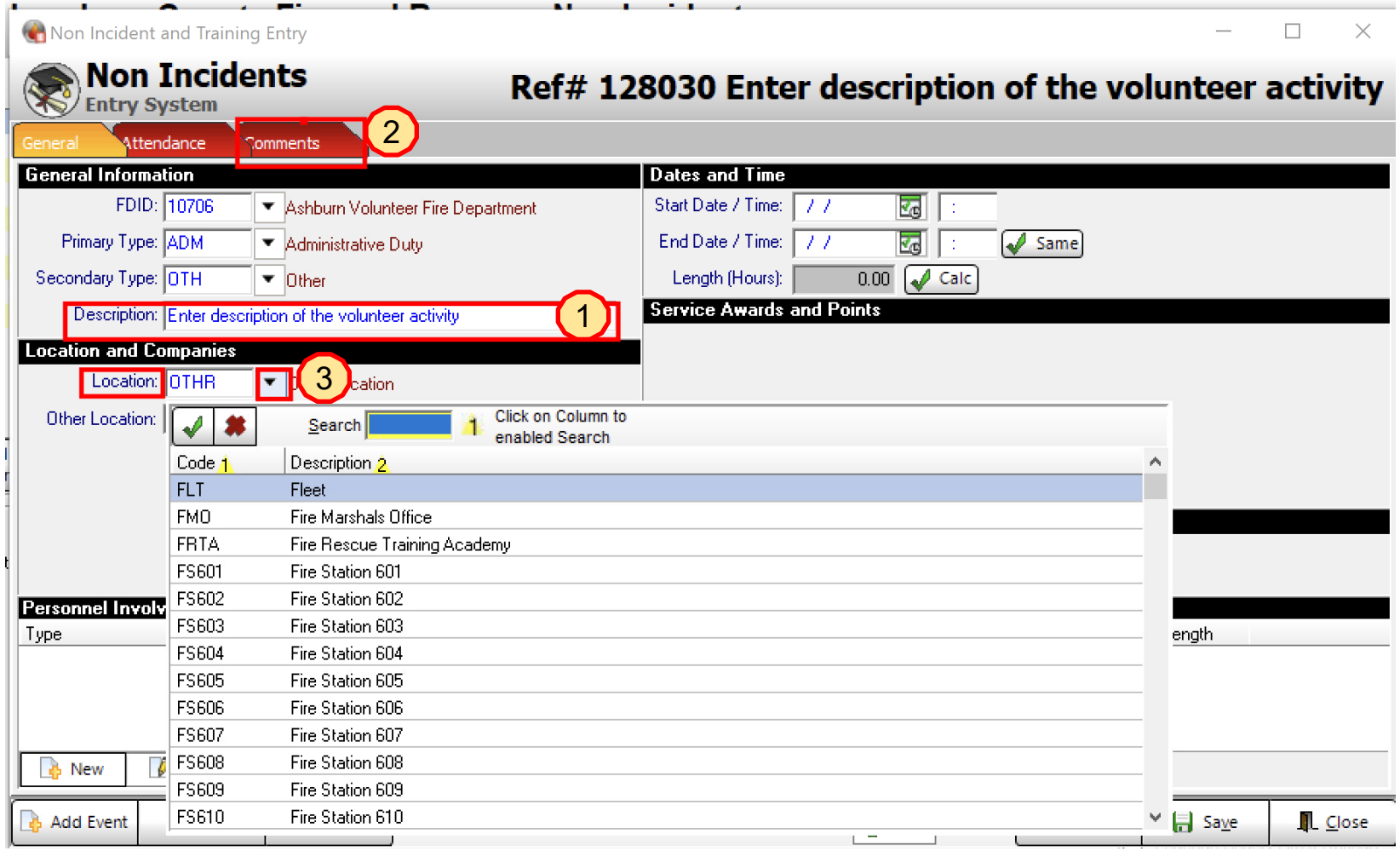
1) You must enter an Activity Description to identify the entry on detail reports

2) You can add additional detail on the Comments tab to document multiple activities performed in a single day/time entry

3) Click on the Location drop down and select the appropriate location where the effort was performed

"FS606" is Ashburn Station 6

"OTHR" would be used for home



# Input Volunteer Hours into Alpine

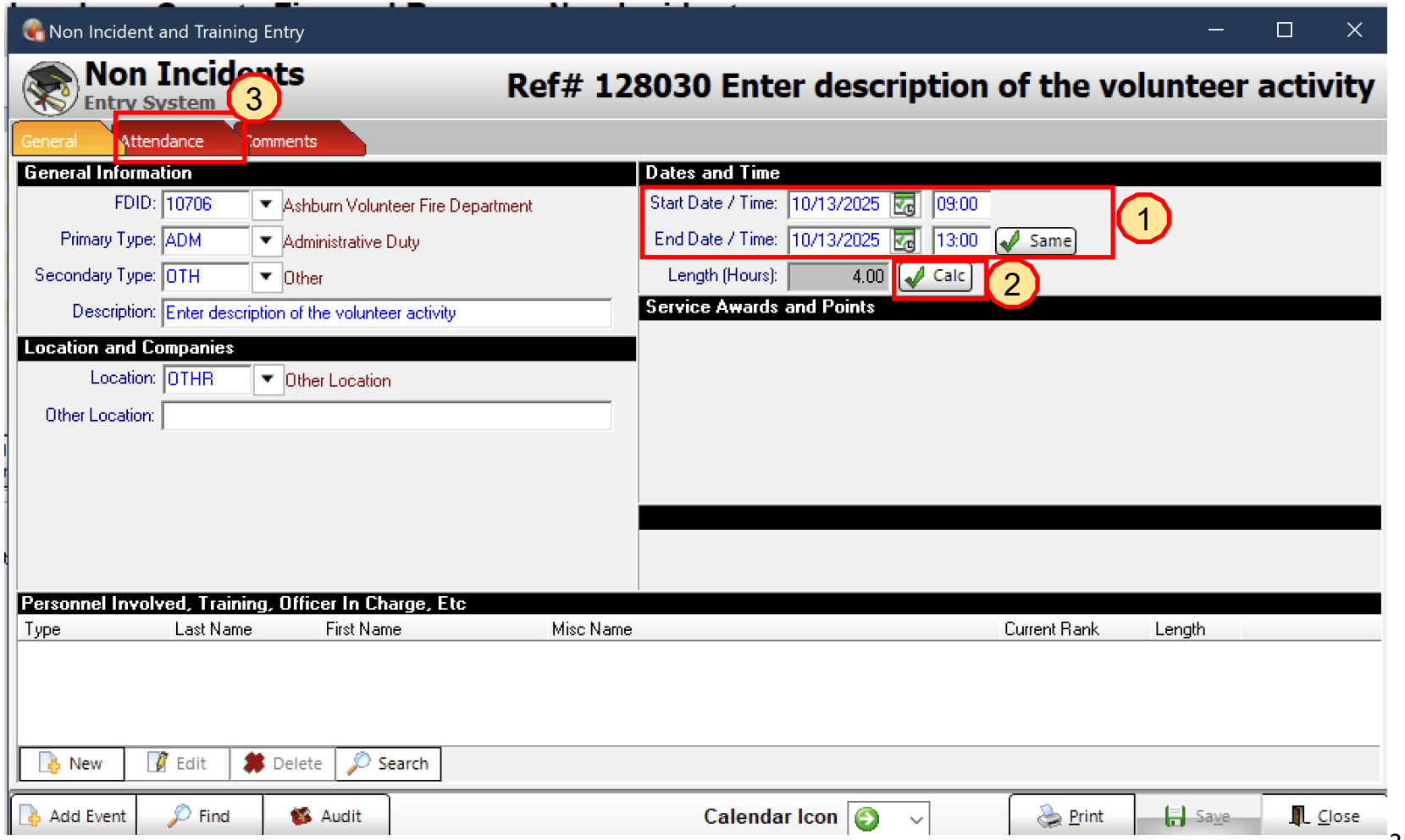
6

1) Enter the Start Date/Time

Enter the End Date/Time (military format)

2) Click on the CALC button and it will calculate the Length(Hours),

3) Click on the Attendance tab to enter the person(s) that performed the activity you are entering time for

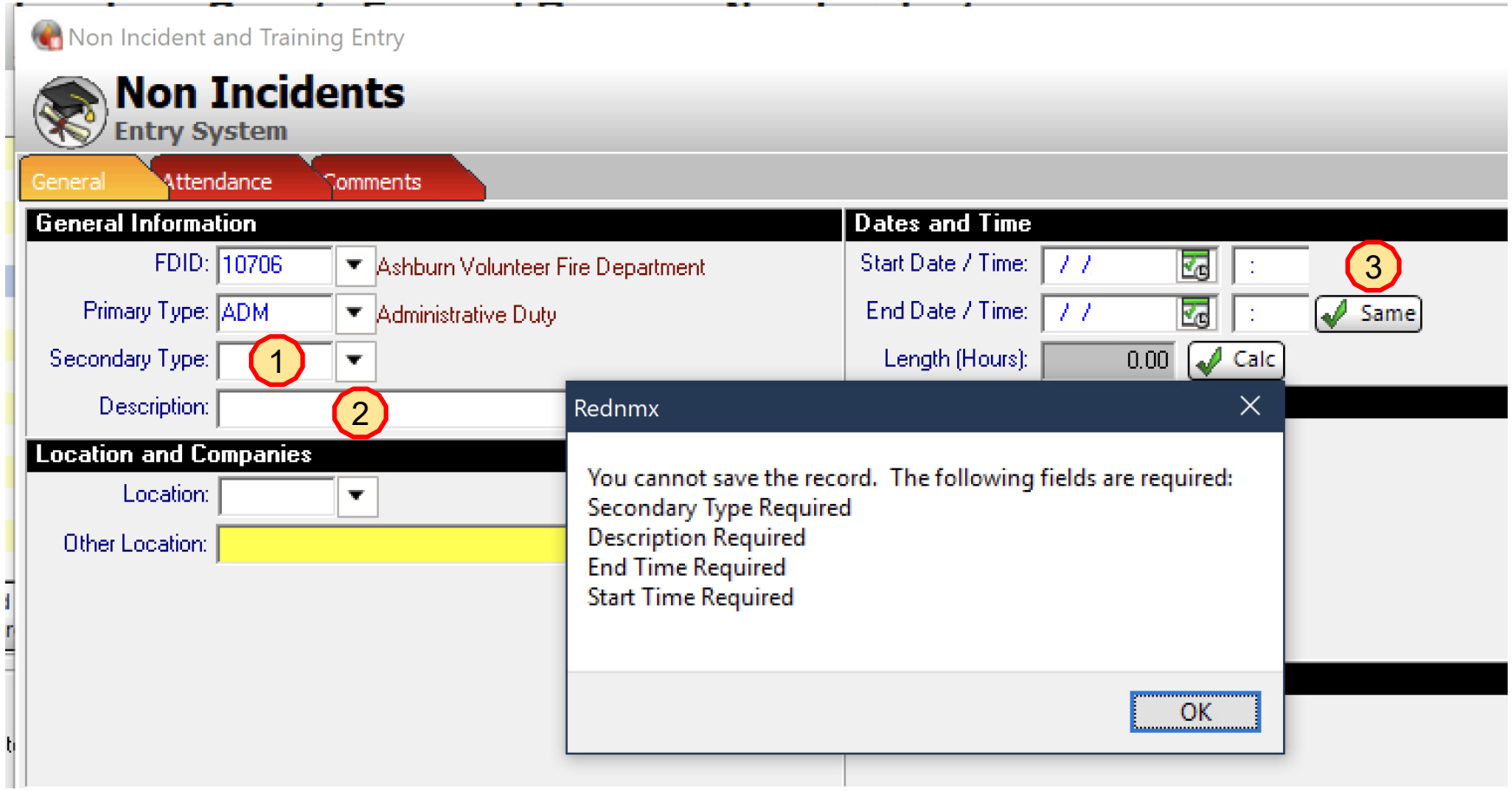


# Input Volunteer Hours into Alpine

6

You will now receive an error message if you try to save the record or move to the Attendance tab without populating the:

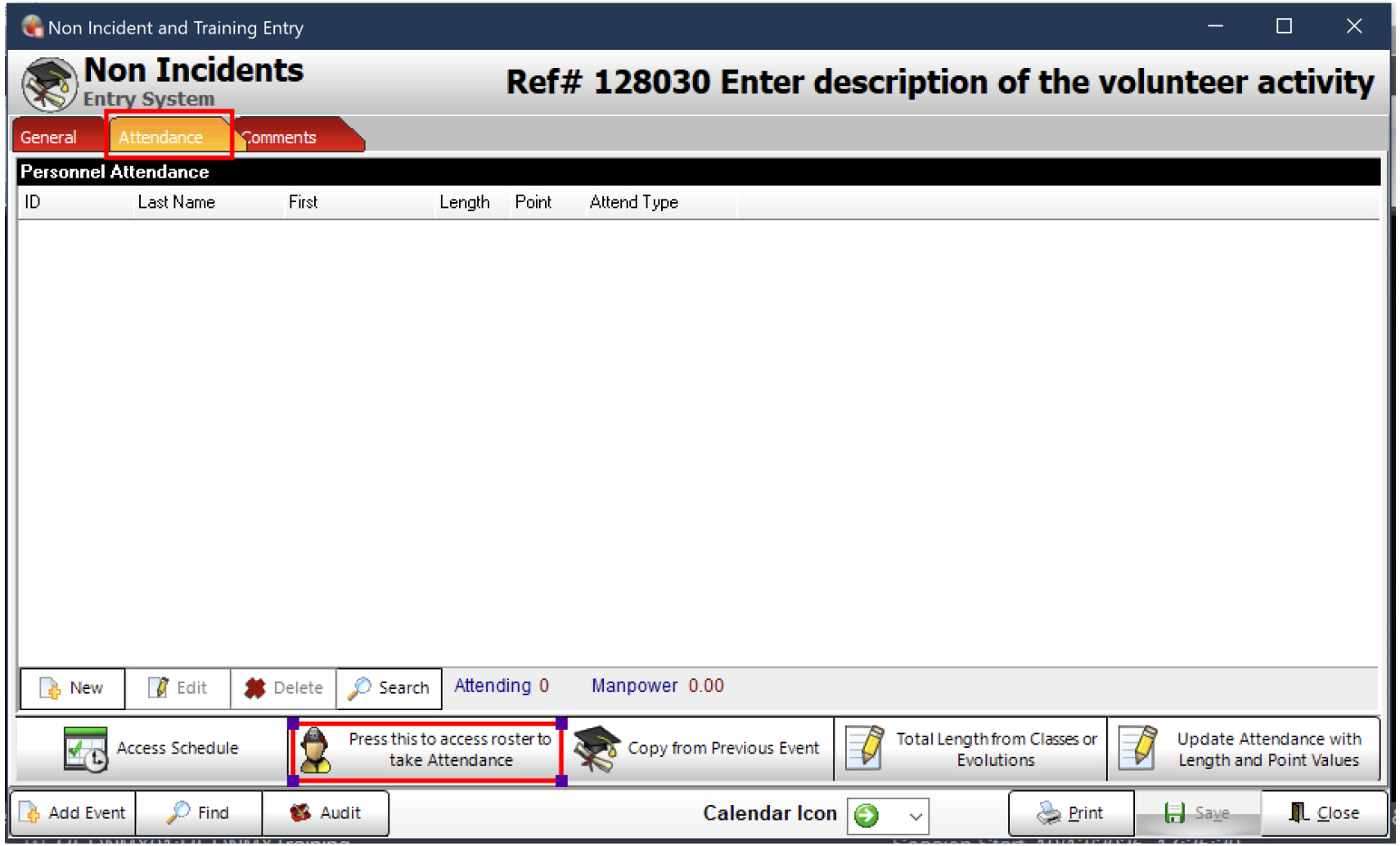
1. Secondary Type
2. Description
3 Start and End time



# Input Volunteer Hours into Alpine

6

You can enter the Attendance by clicking on the Firefighter button to take Attendance



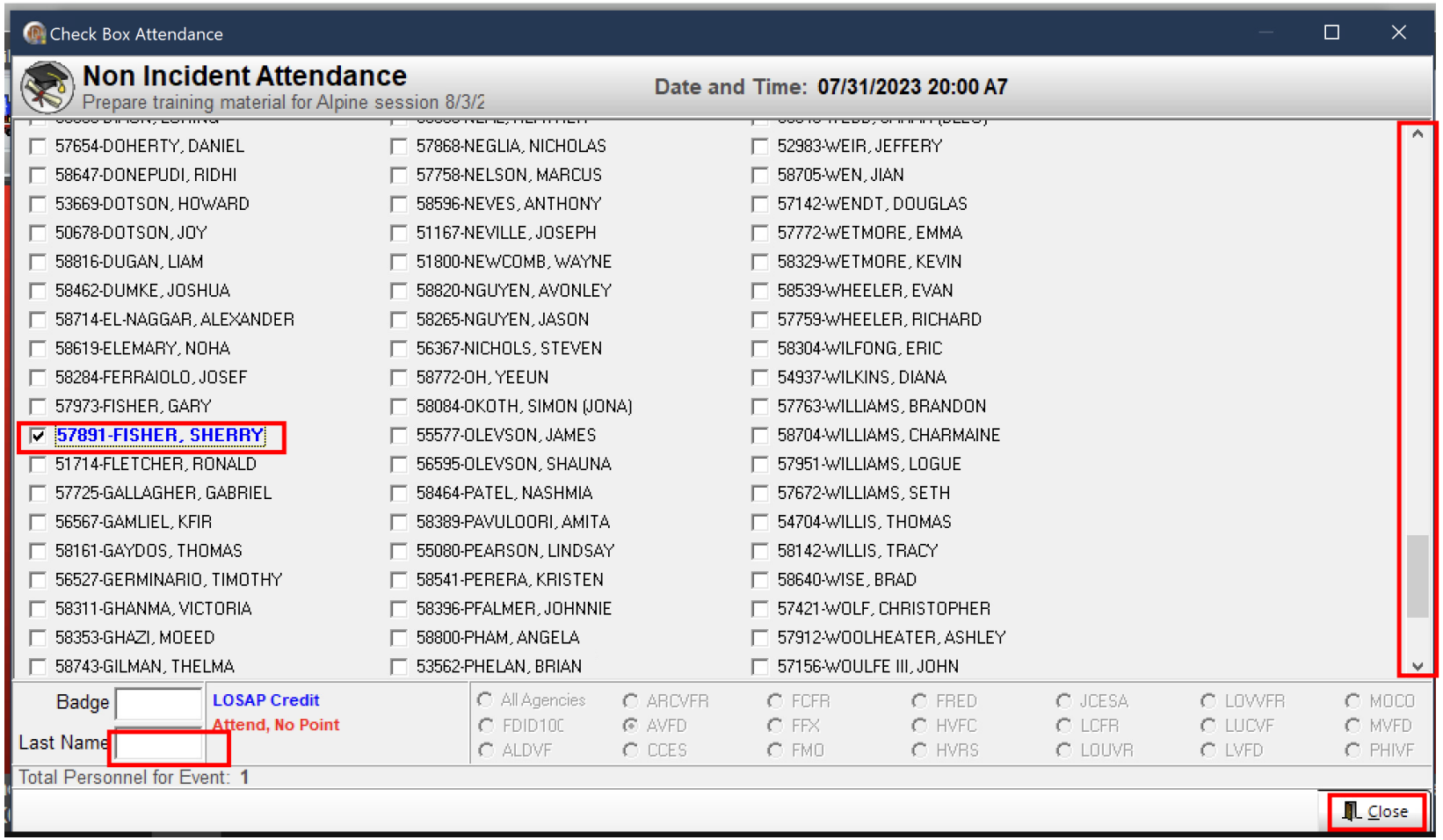
# Input Volunteer Hours into Alpine

6

You can scroll to find the attendee(s) and check on one or more than one

You can also enter the last name to search

Once you have checked all attendees click on the close button



# Input Volunteer Hours into Alpine

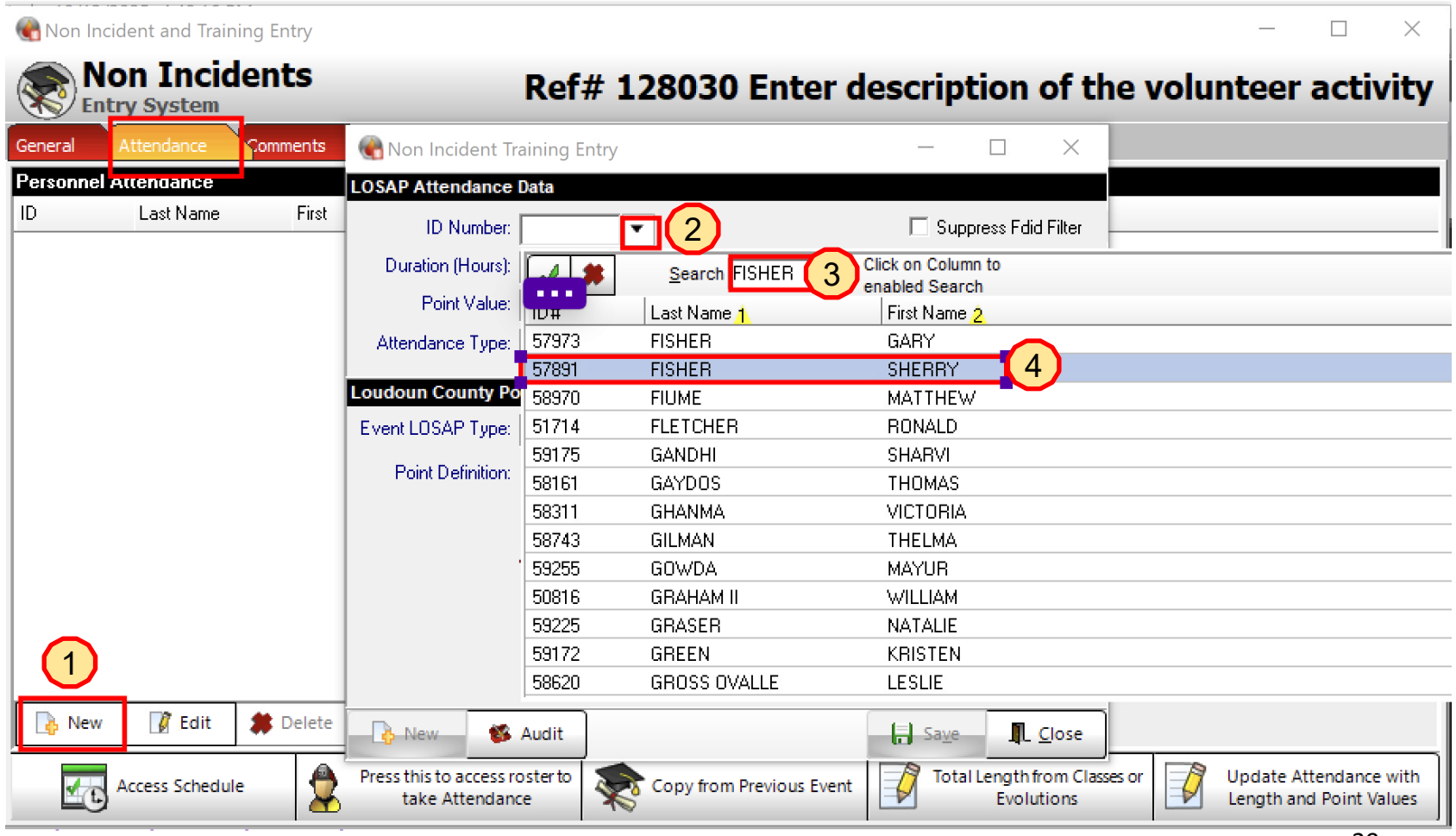
6

1) You may also enter attendance by clicking on the New button

2) Clicking on the drop down beside the ID Number field

3) Enter the last name of the person you are entering time for

4) Double click on the appropriate NAME

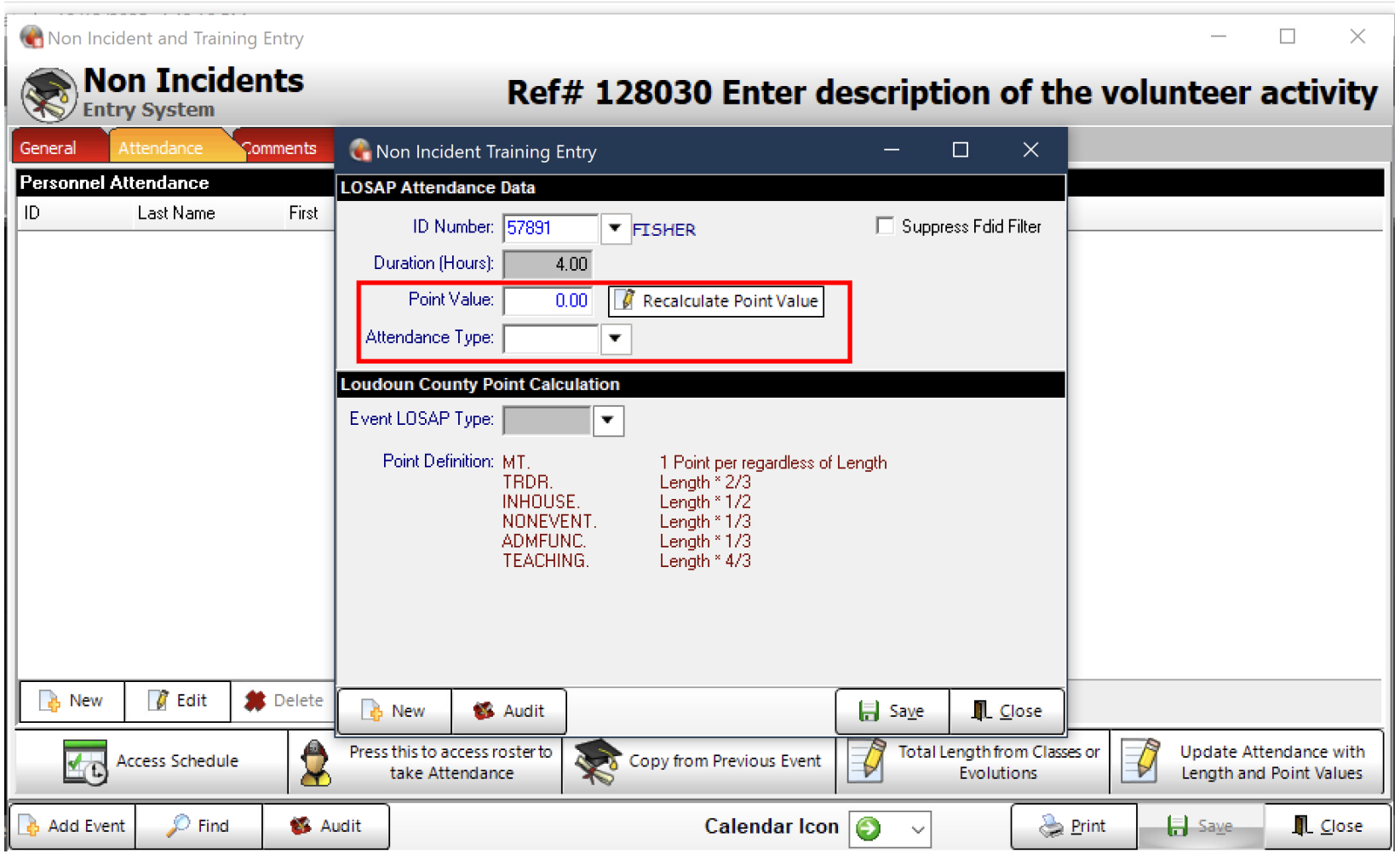


# Input Volunteer Hours into Alpine

6

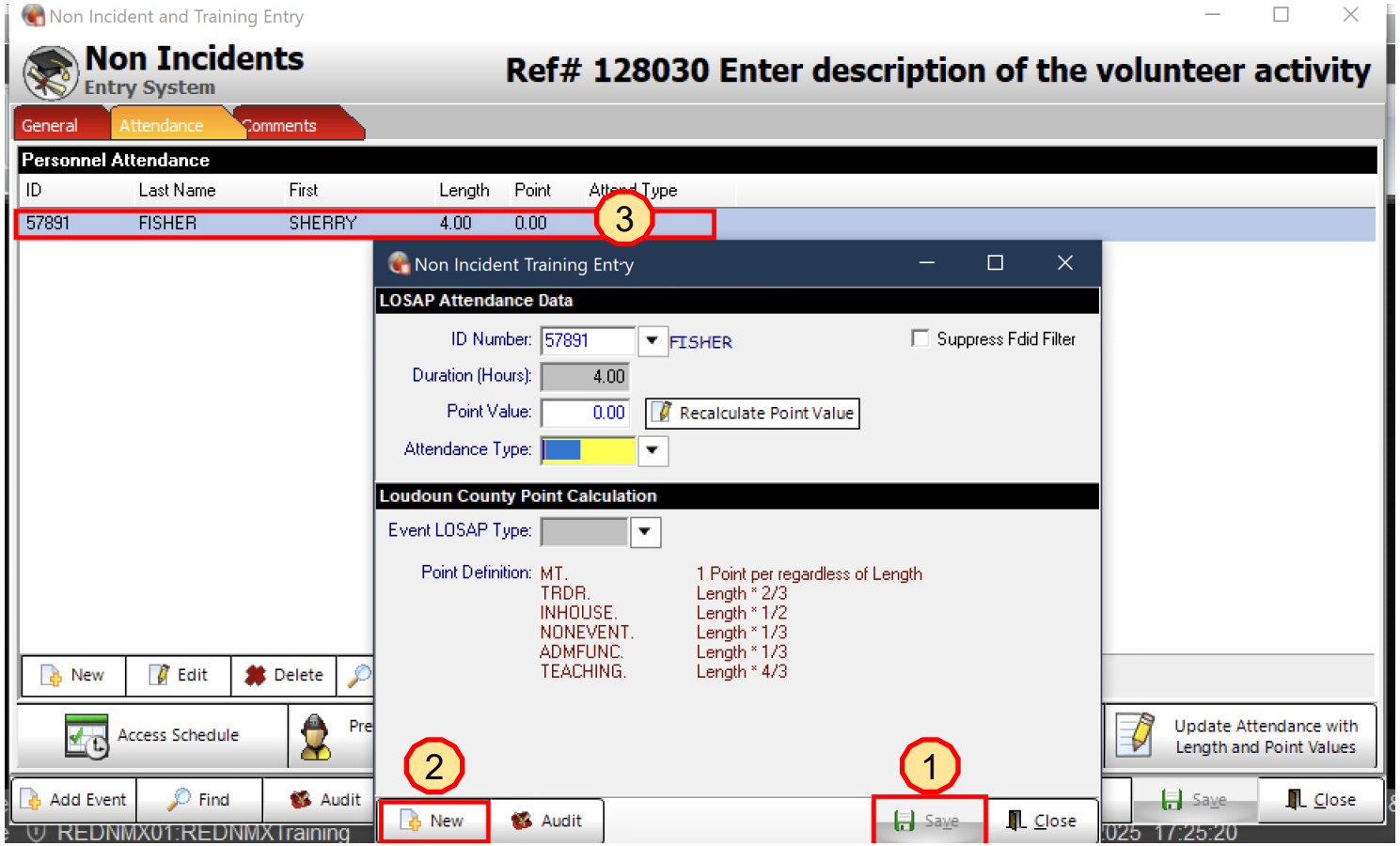
You no longer need to populate the Attendance Type with ‘LOSAP’

Note: The Point Value and Attendance Type fields will be removed from the screen after closeout of the 2025 Service year.



# Input Volunteer Hours into Alpine

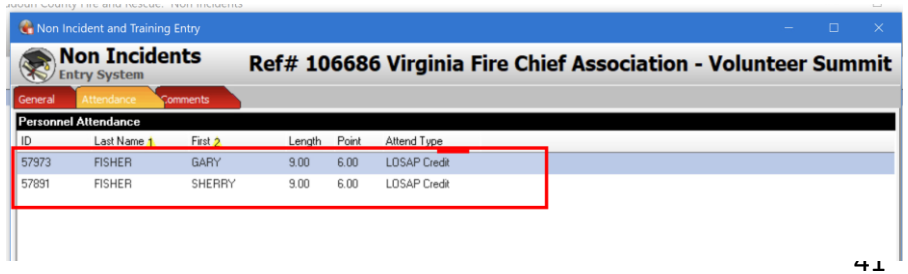
6




1) Click on Save and you will see the entry in the Personal Attendance window.

2) You can add another person to the Attendance screen in this method by clicking on the New button and repeating slides 28 and 29

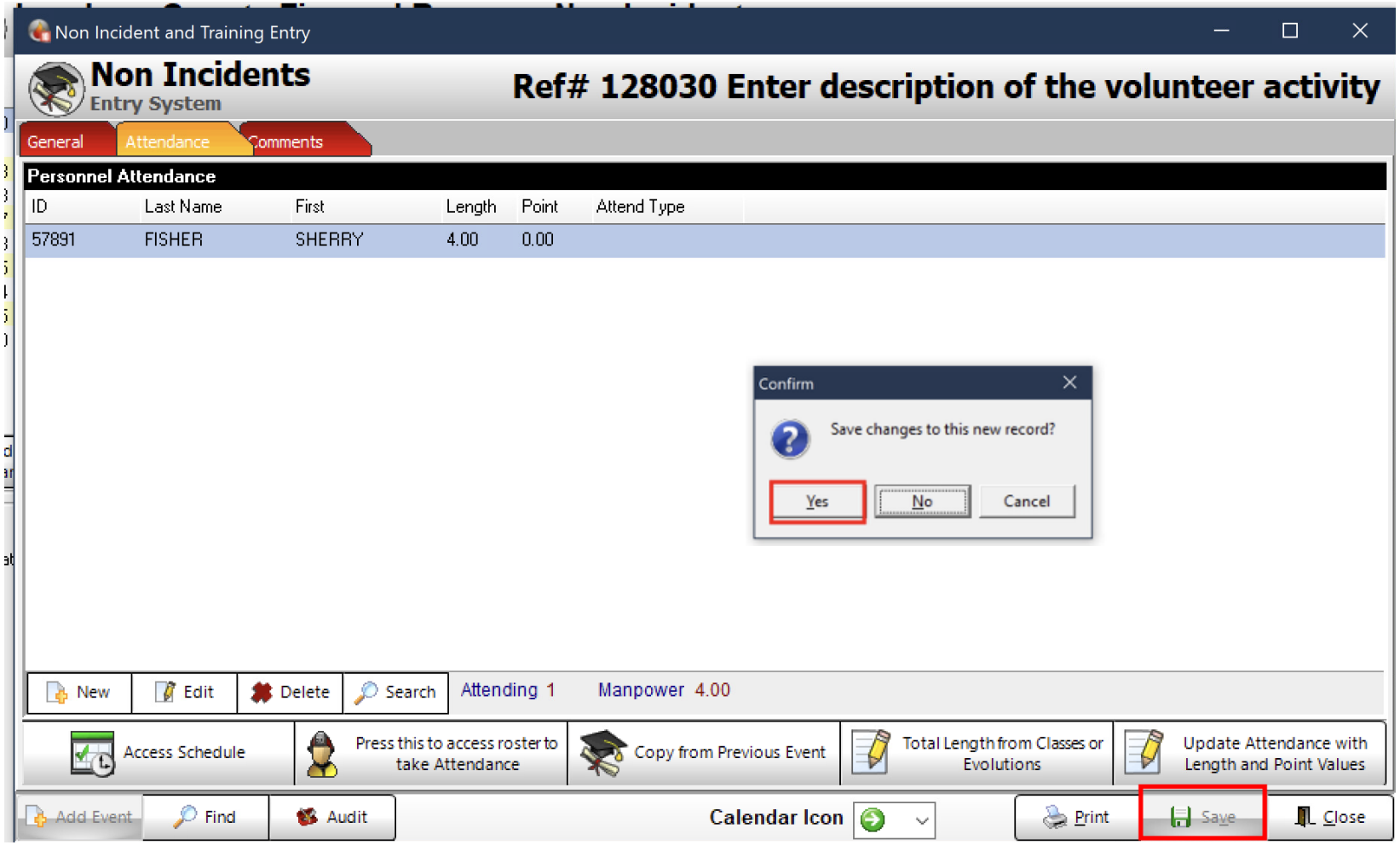
3) You should see an additional entry/name listed in the Personal Attendance window after you click on Save



# Input Volunteer Hours into Alpine

6

Click on Yes if you are prompted to save changes to the new record even if you had previously clicked on Save.



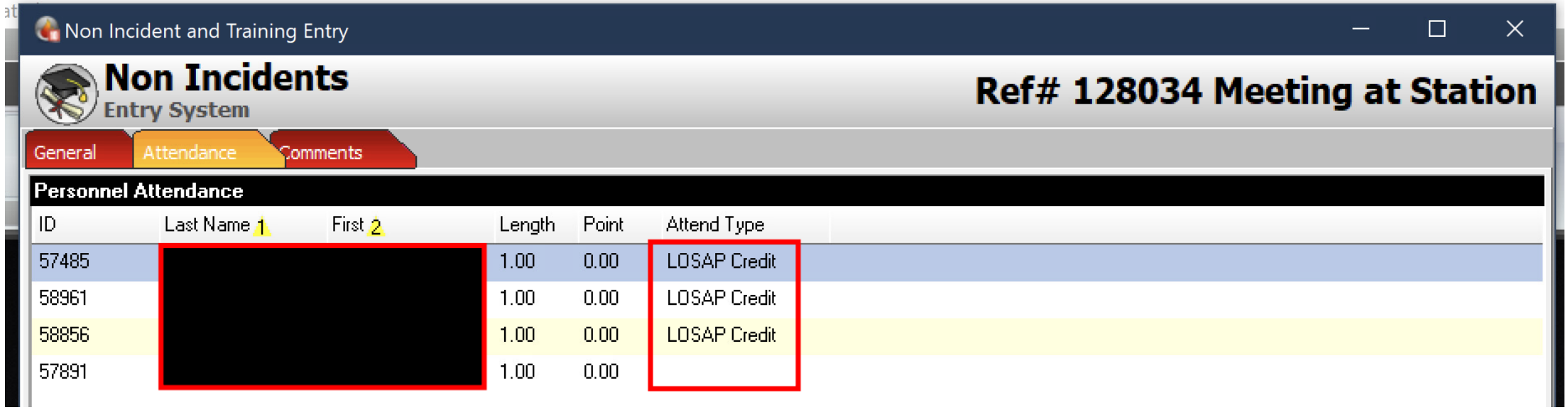
# Input Volunteer Hours into Alpine

6

Another example of what the attendance record may look like.

If entries were added using the Roster button, LOSAP Credit will default

If entries were manually entered using the ‘NEW’ button, the Attend Type will be blank on the screen and LOSAP Credit will be applied



# Reporting

6

| Points Report | Hours Report Equivalent | Hours Category Description | Report Location | Report Usage |
|---|---|---|---|---|
| **IPS** | IHS | Individual Hours Summary | Printer icon & Personnel/ Print button | Individuals |
| **DHR** | DAR | Detailed Activity Report | Printer icon & Personnel/ Print button | Individuals |
| **AIPS** | AIHS | Admin Individual Hours Summary | Personnel/ Print button | Pts Coordinators & Vol Leadership |
| **PSR** | HSR | Hours Summary Report | Personnel/ Print button | Pts Coordinators & Vol Leadership |

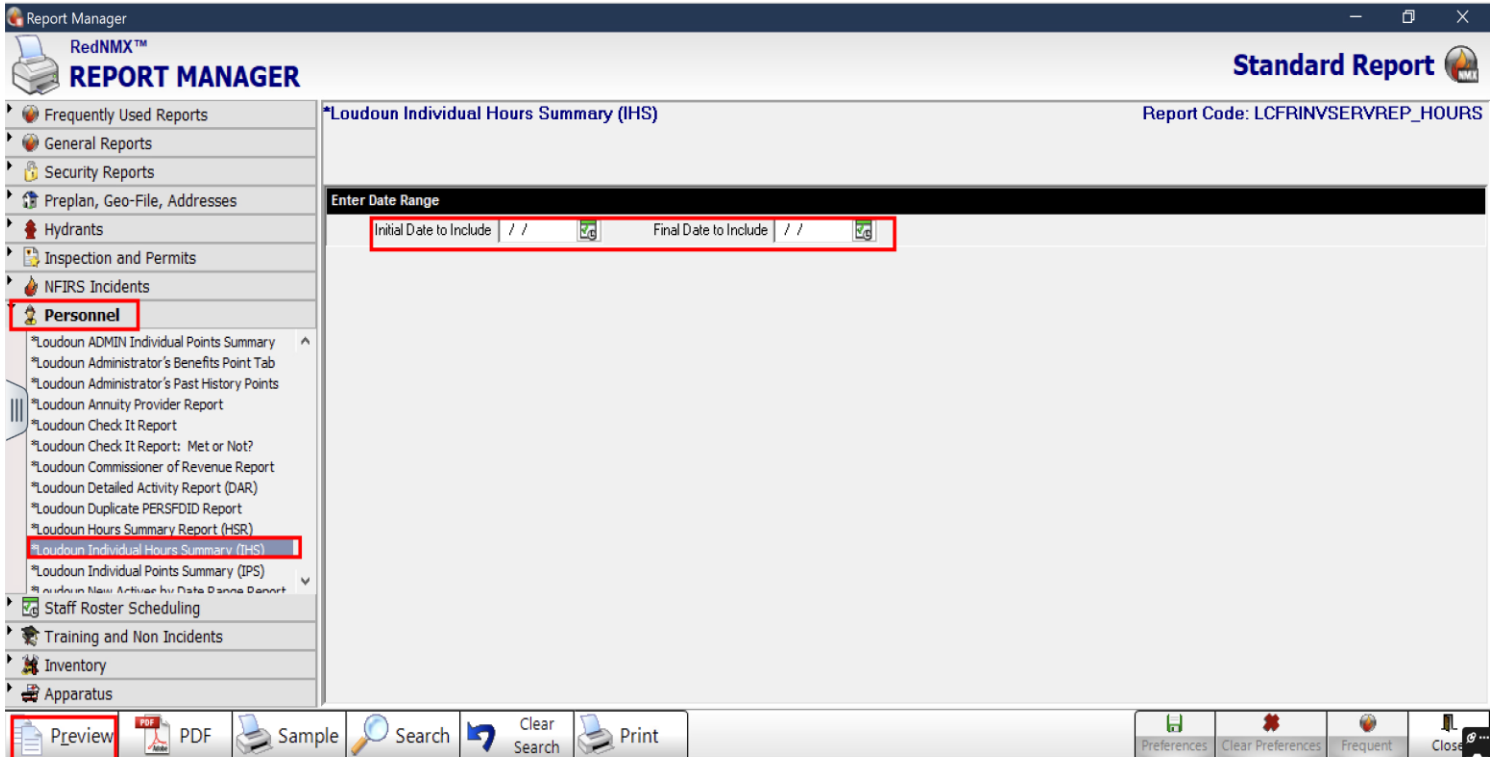
# Reporting – Individual Hours Summary

6

Click on the Printer Icon

# Reporting – Individual Hours Summary (IHS)

6




Open the **Personnel** Folder and double-click the IHS

Enter the desired date range and click "Preview."

Note: Service year runs from:

11/01/XX to 10/31/XX

Note: Individual members can run this report at any time and displays a member's hours per month per category, with totals noting whether the hours requirement was met for the service year.

Includes a signature line for the member and president. The members' signature indicates concurrence of year hours totals and if they met hours requirement.

# Reporting – Individual Hours Summary (IHS)

6

This is an example of the report:

A: Officer Hours (max 10 hours per category)

B: Operational Duty

C: Support Services Duty

D: Administrative Duty

E: Training

F: Trainer/Instructor

G: Meeting

**Loudoun County Combined Fire and Rescue System**
**Individual Hours Summary (IHS)**
**From 11/01/2024 to 10/17/2025**

NAME MEMBER ID DATE OF BIRTH AGE

| Month, Year | (A) Officer Hours | (B) Operational Duty | (C) Support Services Duty | (D) Administrative Duty | (E) Training | (F) Trainer/ Instructor | (G) Meeting | Total Credited Hours |
|---|---|---|---|---|---|---|---|---|
| November | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| December | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| January | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| February | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| March | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| April | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| May | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 0.00 | 0.00 | 1.00 |
| June | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| July | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| August | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| September | 0.00 | 0.00 | 0.00 | 16.00 | 0.00 | 0.00 | 1.00 | 17.00 |
| October | 0.00 | 0.00 | 0.00 | 7.00 | 0.00 | 0.00 | 0.00 | 7.00 |
| **Totals** | **0.00** | **0.00** | **0.00** | **23.00** | **1.00** | **0.00** | **1.00** | **25.00** |

*Member of:*

| FDID | Start Date | End Date | Company Name | Status |
|---|---|---|---|---|
| 10706 | 10/07/2019 | | Ashburn Volunteer Fire Department | Active |

Total Hours: **25.00**

| | |
|---|---|
| Total Hours: | 25.00 |
| Less 1 Year Service: | 120 |
| Banked Hours: | 0.00 |

**Did Not Meet 120 hours requirement.**

I understand that I did not meet the 120 hours category requirement.

Volunteer's Signature Date

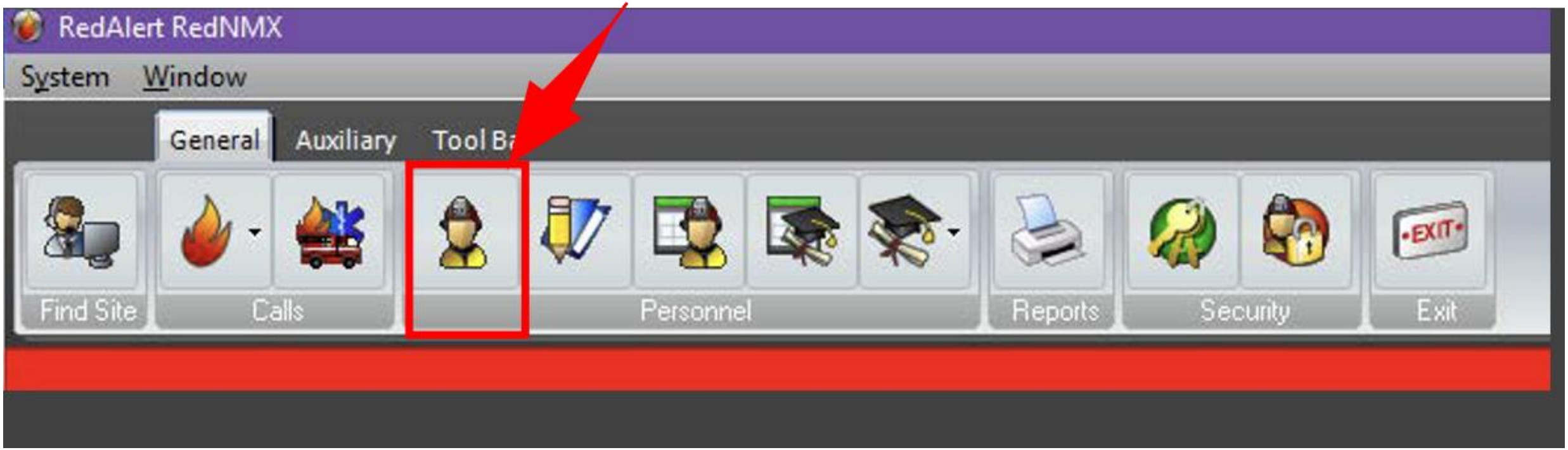
President's Signature Date

# Reporting – Detailed Activity Report (DAR)

6

Lists all of the activity that comprises a member's Point Summary Report

Click the "View Personnel" icon.



# Reporting – Detailed Activity Report (DAR)

6

Personnel Record Edit

PERSONNEL MANAGEMENT

59999 VOLUNTEER RED V ALPINE

General | Schedule | Medical | Confidential | Notes | Attend | Inventory | Training | History | Recruitment / Qualifications | Documents

**General**

Last Name: ALPINE First: VOLUNTEER RED M: V

Address: 104 Sycolin Road

City: Leesburg State: VA Zip: 20176- Jurisdiction:

Email: 2nd Email: red.alpine@loudoun.gov

**Contact Information**

Home Phone: 703-771-5375 Pager: - - Emergency Phone - -

Work Phone: - - Mobile - - Notify Name

**Department Information**

ID # 59999 Total Years of Service 0.00

**Current Agency Affiliation**

| Agency | Agency Name | Membership Type | Agency Status | Status Start Date | Status End Date | Include in Incident or Scheduling | Include in Non Incident |
|---|---|---|---|---|---|---|---|
| 10710 | Lucketts Volunteer Fire Department | Operational | Active | 10/28/2018 | | Y | Y |

**Agency Status History**

| Agency | Agency Name | Membership Type | Agency Status | Comment | Status Start | Status End Date | Incident / Scheduling |
|---|---|---|---|---|---|---|---|
| 10710 | Lucketts Volunteer Fire Department | Operational | Active | | 10/28/2018 | | Y |

**Personnel Summary**

On Roster? Yes

Year of Service 2.01

Age N/A

New | Find | Audit | Security | Print | Save | Close

On the “Personnel Management” screen, click PRINT in the lower right corner.

# Reporting – Detailed Activity Report (DAR)

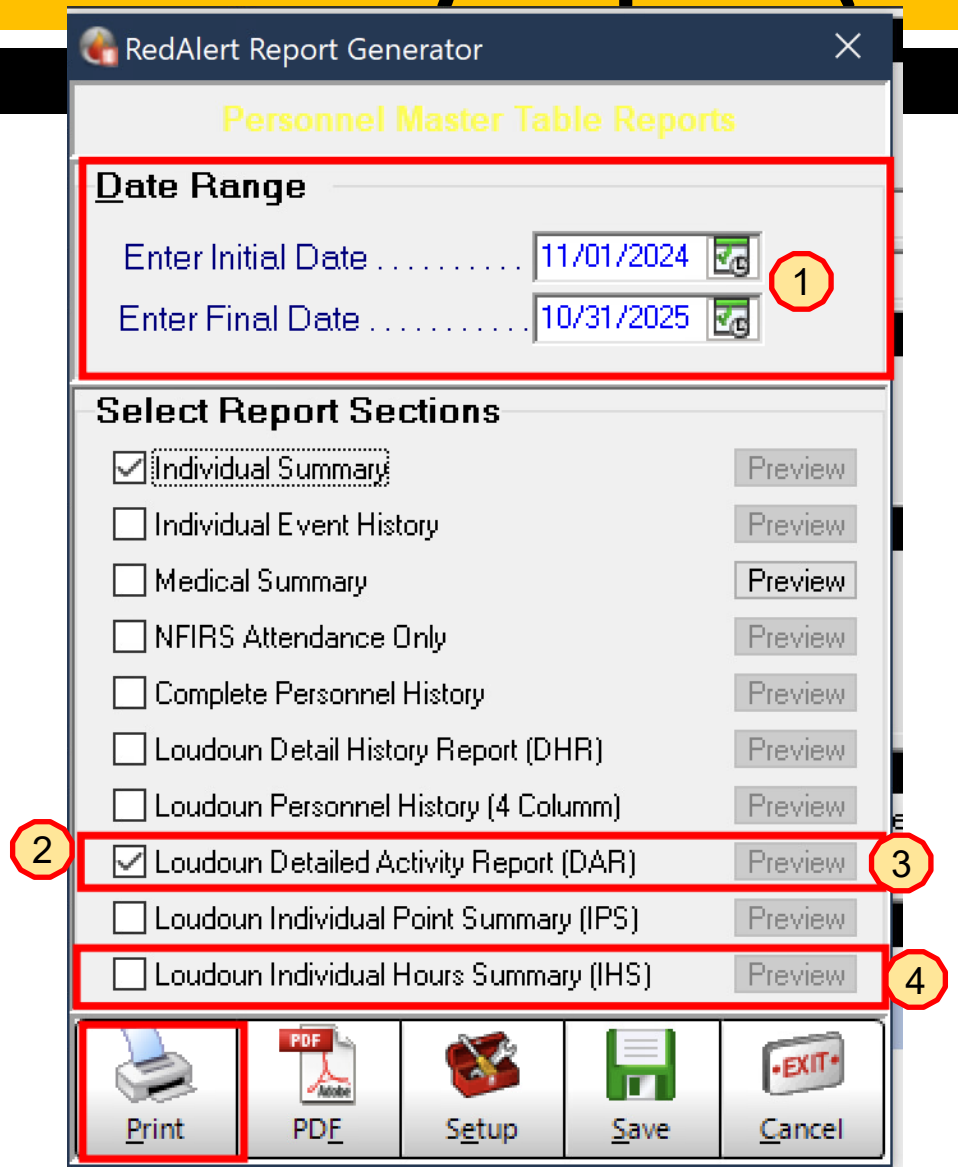
6

1)Enter the appropriate dates in the “Date Range” boxes

2) Check the box next to “Loudoun Detail Activity Report (DAR),”

3) Click the adjacent “Preview” button.

The program will compile all of the records that contribute to the member’s hours accrual; this may take a minute or two depending on the number of records.




4) You can also run the Individual Hours Summary (IHS) from this screen.

# Reporting – Detailed Activity Report (DAR)

6

The report displays each entry displaying:

1. Event Number
2. Description
3. Length
4. Credited Hours
5. If the credited hours are zero, it is due to overlapping date/time entry and ‘double dipping’ is no longer allowed
6. If ACO is in the Length/ Credited Hours, the Attendance record was entered with ’Attend, No Points’

## Detailed Activity Report (DAR)

Loudoun County Department of Fire, Rescue

Name FISHER, SHERRY
Staff# 57891
Initial Date 11/01/2024
Final Date 10/31/2025

| Agency | Activity Type | Activity Type 2 | Event Number | Start | End | Description | Length | Credited Hours |
|---|---|---|---|---|---|---|---|---|
| 10700 | Training | Vector Solutions | 148607 | 05/15/2025 00:00:00 | 05/15/2025 01:00:00 | FY25 HIPAA Training Policy Acknowledgement | 1.00 | 1.00 |
| 10706 | Administrative Duty | ADMOTH | 127960 | 09/21/2025 08:00:00 | 09/21/2025 16:00:00 | Test 1 | 8.00 | 8.00 |
| 10706 | Meetings | STATIONOTHERS | 127965 | 09/21/2025 16:00:00 | 09/21/2025 17:00:00 | Test 3 | 1.00 | 1.00 |
| 10706 | Administrative Duty | ADMOTH | 127955 | 09/25/2025 08:00:00 | 09/25/2025 13:00:00 | Test 1 added | 5.00 | 5.00 |
| 10706 | Meetings | STATIONOTHERS | 127964 | 09/25/2025 08:00:00 | 09/25/2025 09:00:00 | Test 2 | 1.00 | 0.00 |
| 10706 | Administrative Duty | ADMOTH | 127968 | 09/29/2025 08:00:00 | 09/29/2025 11:00:00 | Test for Hours | 3.00 | 3.00 |
| 10706 | Administrative Duty | ADMOTH | 128013 | 10/08/2025 08:00:00 | 10/08/2025 11:00:00 | Work the Open House | 3.00 | 3.00 |
| 10706 | Meetings | STATIONOTHERS | 128034 | 10/13/2025 10:00:00 | 10/13/2025 11:00:00 | Meeting at Station | 1.00 | 1.00 |
| 10706 | Training | IH-OTHER | 128044 | 10/14/2025 18:00:00 | 10/14/2025 19:00:00 | Internal Training | 1.00 | 1.00 |
| 10706 | Administrative Duty | | 128035 | 10/18/2025 07:00:00 | 10/18/2025 09:00:00 | Test for ACO | 2.00 | 2.00 |
| 10706 | Administrative Duty | | 128038 | 10/18/2025 09:07:00 | 10/18/2025 10:00:00 | test | 0.88 | 0.88 |
| 10706 | Administrative Duty | | 128039 | 10/18/2025 11:00:00 | 10/18/2025 12:00:00 | test again | 1.00 | 1.00 |
| * 10706 | Administrative Duty | ADMOTH | 128041 | 10/18/2025 17:00:00 | 10/18/2025 18:00:00 | Test for ACO - selecting Attend, No Point | ACO | ACO |

# Reporting – Detailed Activity Report (DAR)

6

The last page summarizes the event type by activity entry – not by A-F category

1

* Designates an event attendance entry with errors or one entered after close out

Total Events with errors or after Close Out: 1

2

| Activity Type | Length | Credited |
|---|---|---|
| Operational Duty | 0.00 | 0.00 |
| Support Services Duty | 0.00 | 0.00 |
| Administrative | 23.88 | 22.88 |
| Training | 2.00 | 2.00 |
| Trainer/Instructor | 0.00 | 0.00 |
| Meeting | 3.00 | 2.00 |
| Officer or Rank | 0.00 | 0.00 |
| Grand Total | 28.88 | 26.88 |

*Length displays the actual time of the activity. Credit displays volunteer time that is being counted towards your Service Credits. Length and credit will not match if an activity overlaps with another activity.

1. If there are errors on the report, you will see this message with the number of entries that are in error.

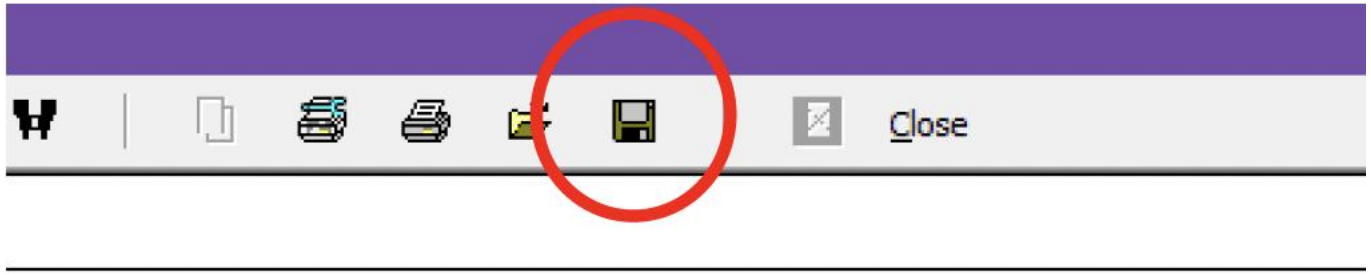
2. Detail line items summarized by category

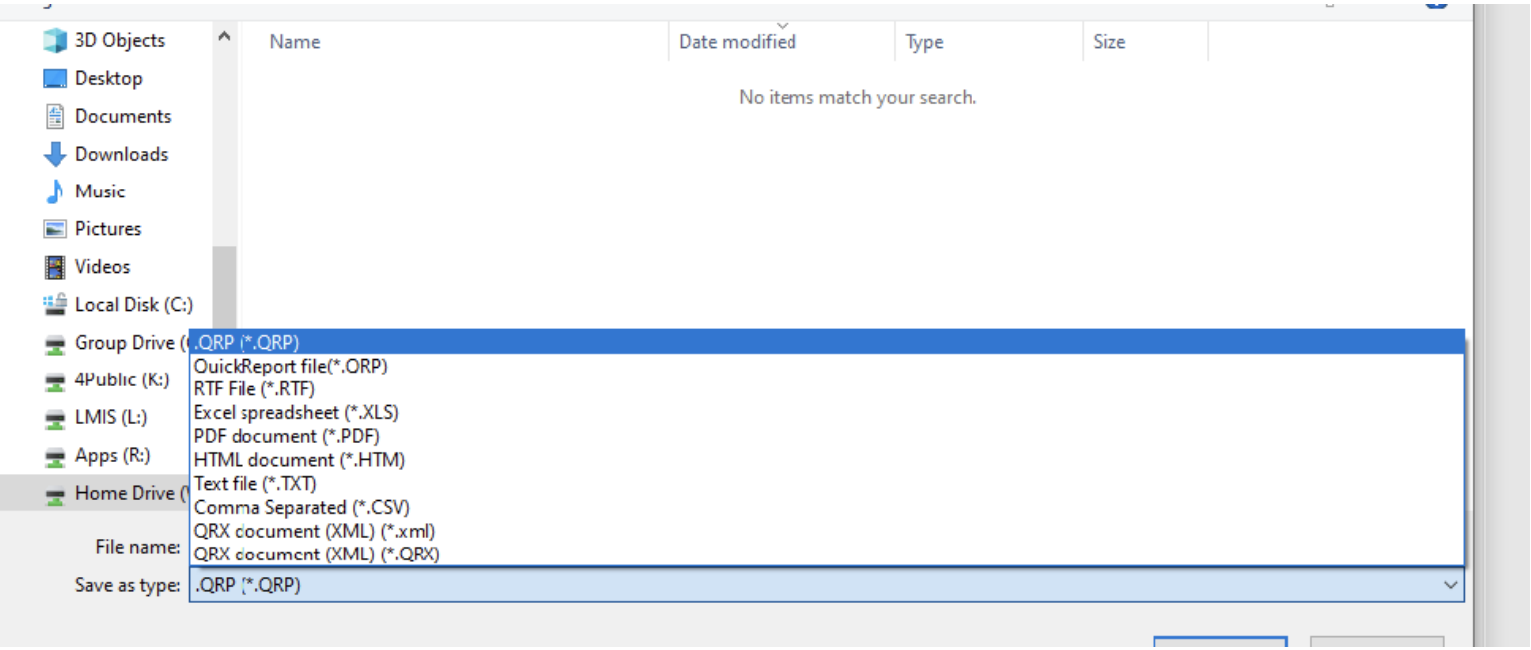
# Reporting – Detailed Activity Report (DAR)

6

Information may be saved into different formats so that data can be cross-checked to confirm all activity is entered correctly.

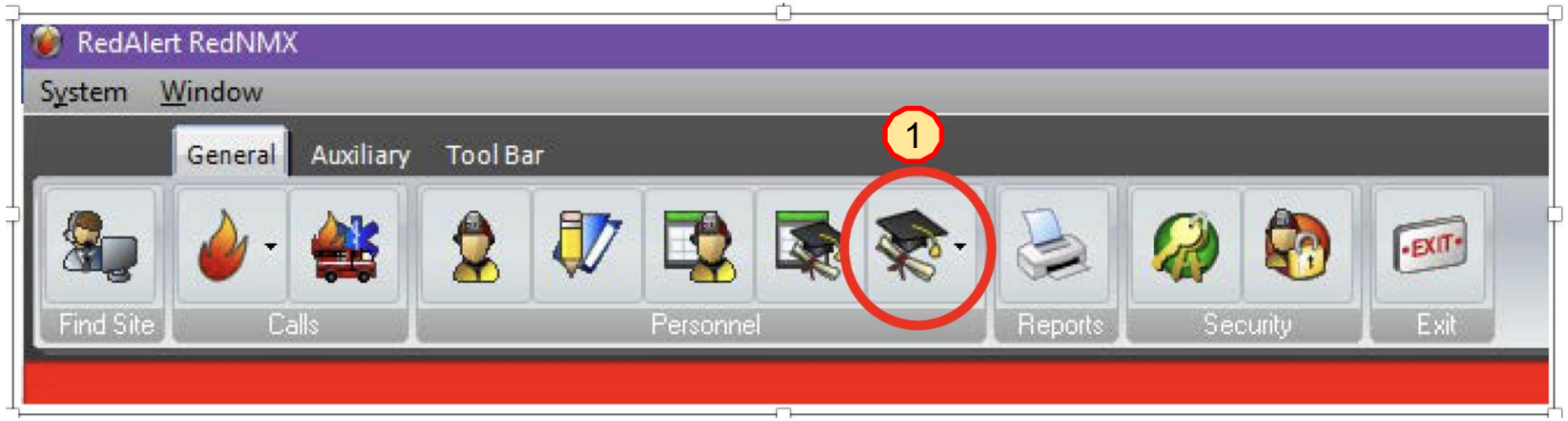
Click on the disc icon then select the format you wish to use.



# Reviewing and Correcting Errors

6

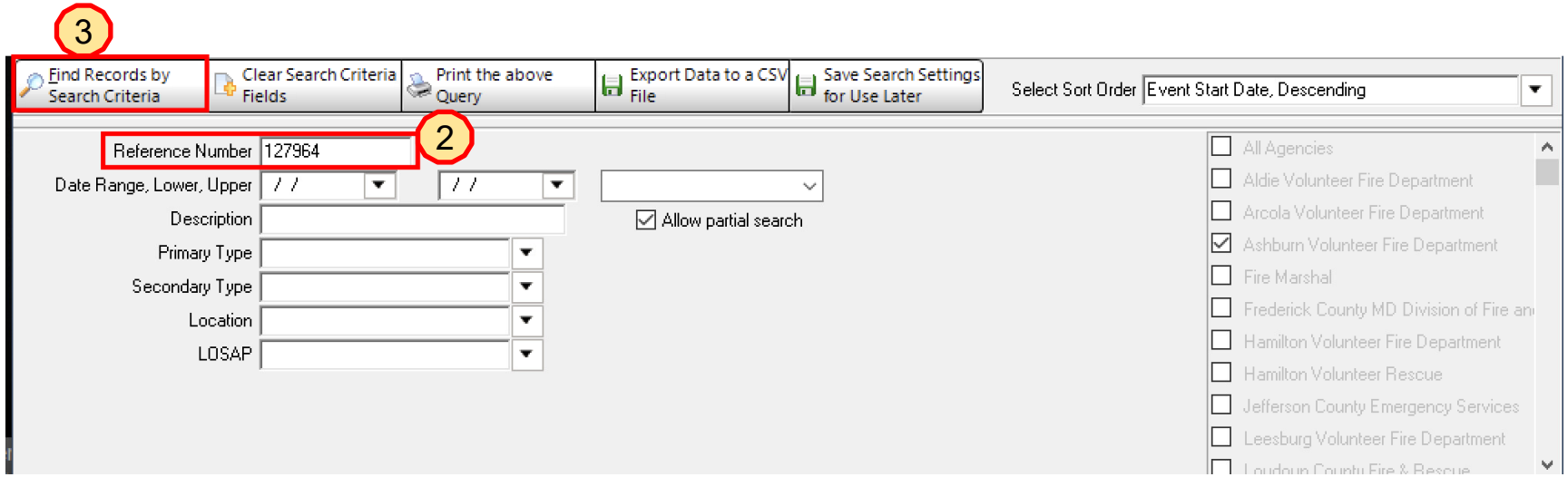



To research discrepancies, record the Event Number

1) Click on the Mortar Board with the Diploma - Department Events and Training

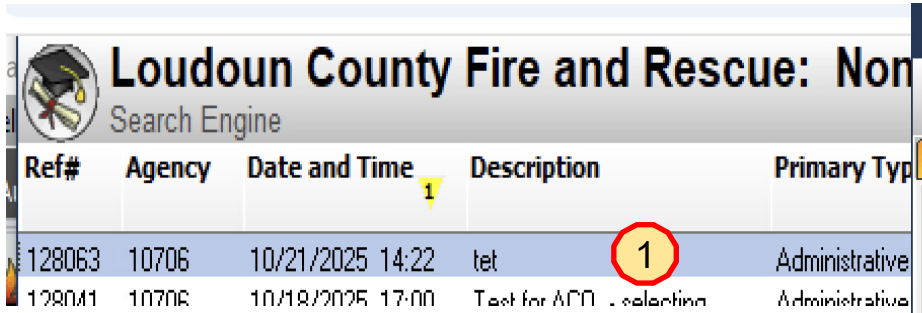
2) Enter the event number in the “Reference Number” box found in the Detail History Report

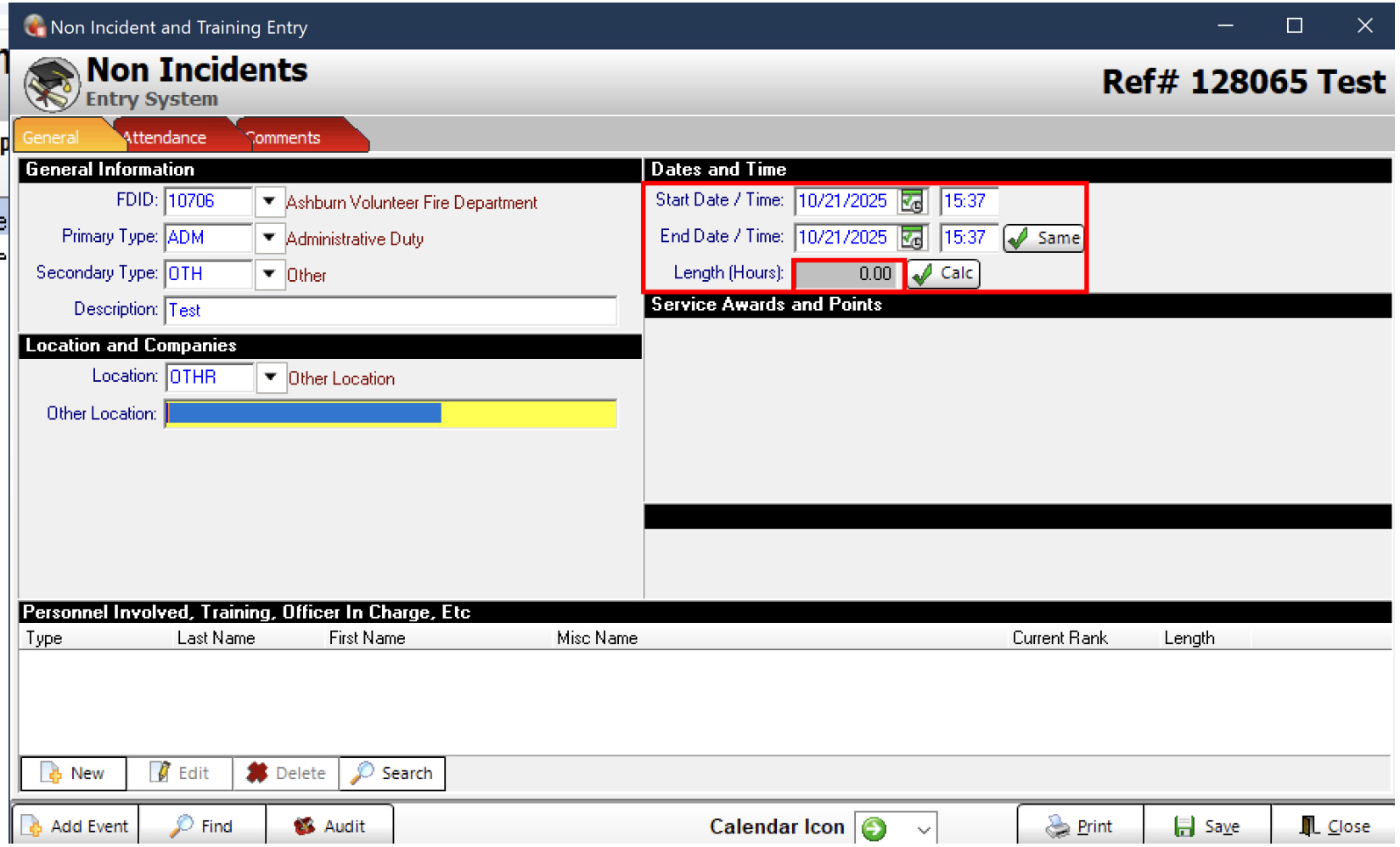
3) Click Find Records by Selection Criteria button



# Reviewing and Correcting Errors

6




1) Double click on the record
2) Date/times incorrect /same – Length (Hours) are zero

# Reviewing and Correcting Errors

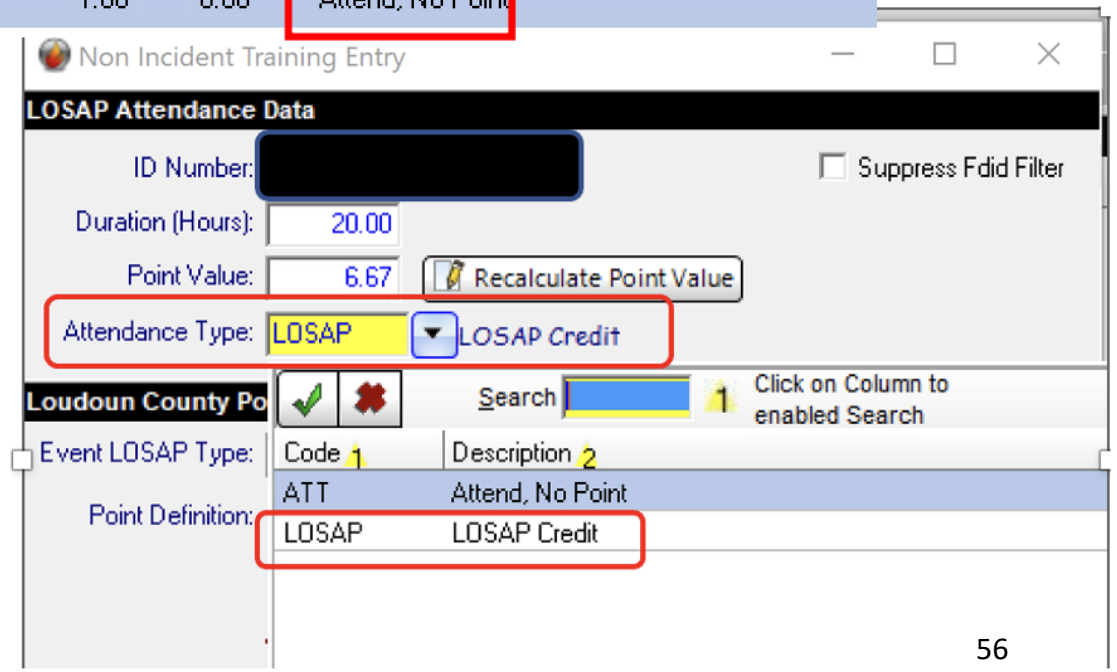
6

Click on the Attendance Tab

This will display the attendees of the of the event and how many hours they earned.

If the Attend Type = 'Attend, No Point', you should double click the line item.

Change the Attendance Type value to LOSAP Credit.

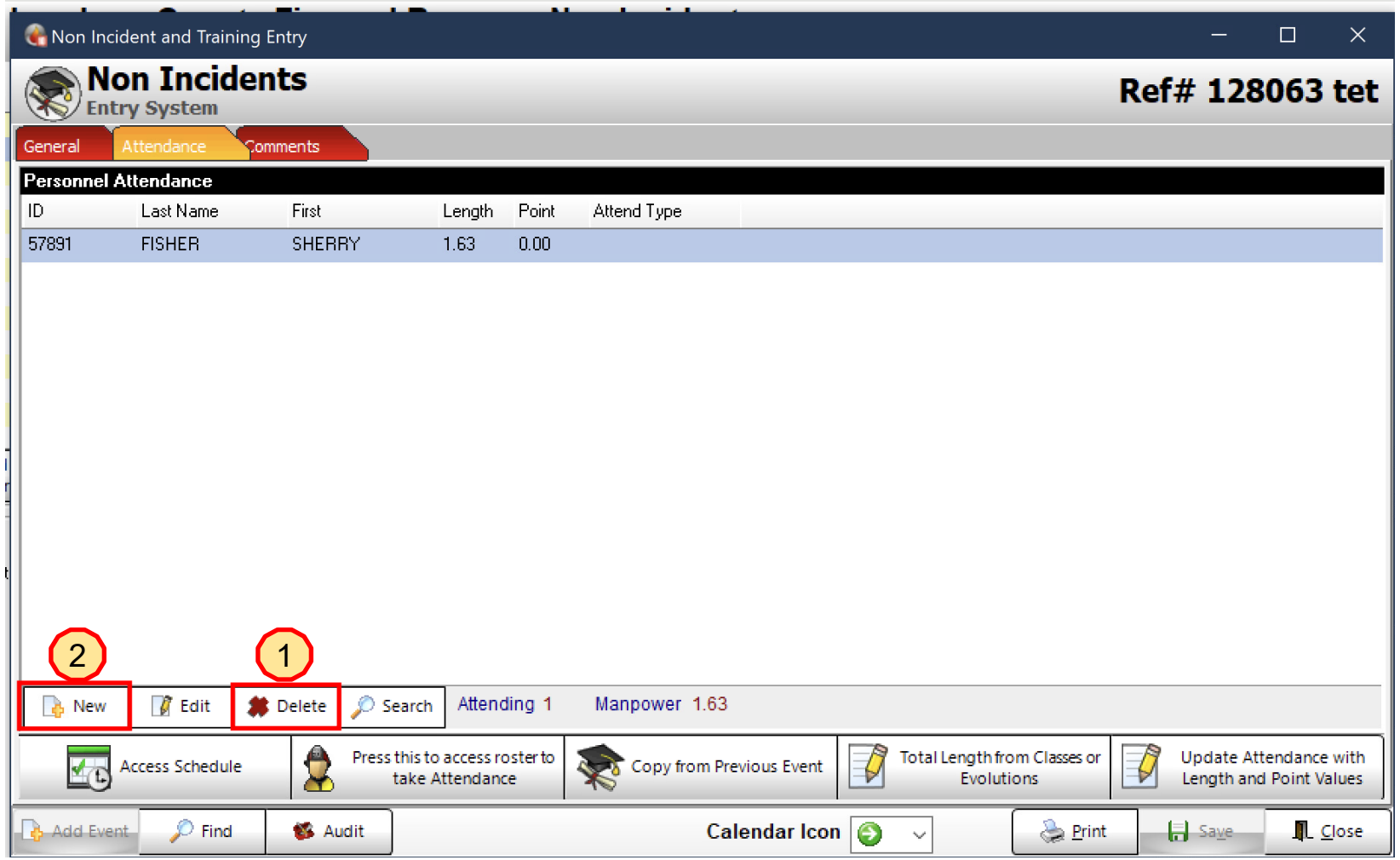


# Reviewing and Correcting Errors

6

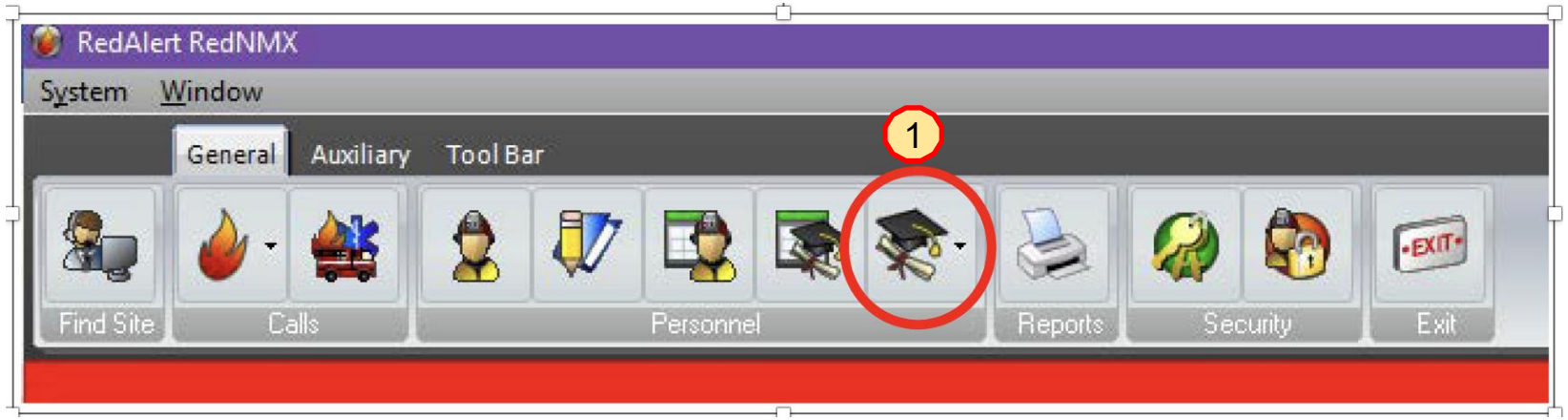
1) You can also highlight the Personnel Attendance line item and delete if you cannot edit the line by double clicking or clicking on the Edit button.

2) You will then need to re-enter the line by clicking ‘New” if you have to delete the attendance record instead of correcting it.



# Deleting an Entry in Alpine

6



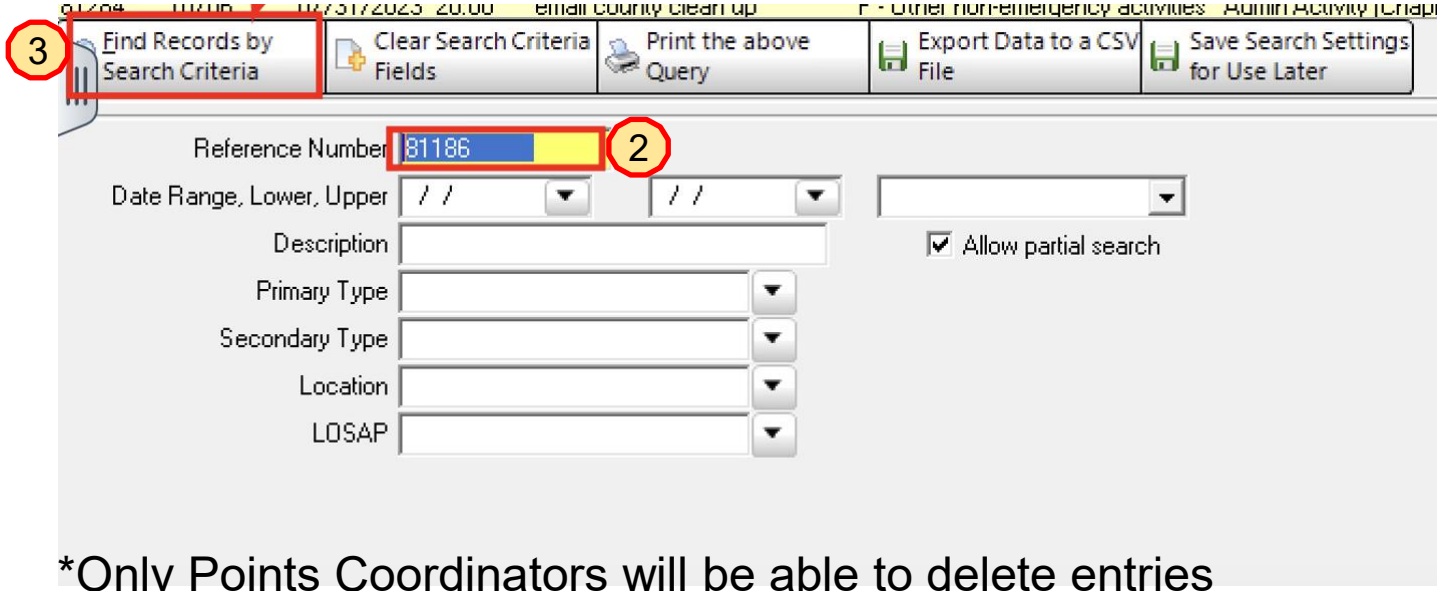

To delete an entry, record the Event Number

1) Click on the Mortar Board with the Diploma - Department Events and Training

2) Enter the incident number for the entry that needs to be deleted

3) Click on the Find Records by Selection Criteria button

Note: See the report section to see how to run the Detail Activity Report that will provide all incident numbers for all time entry

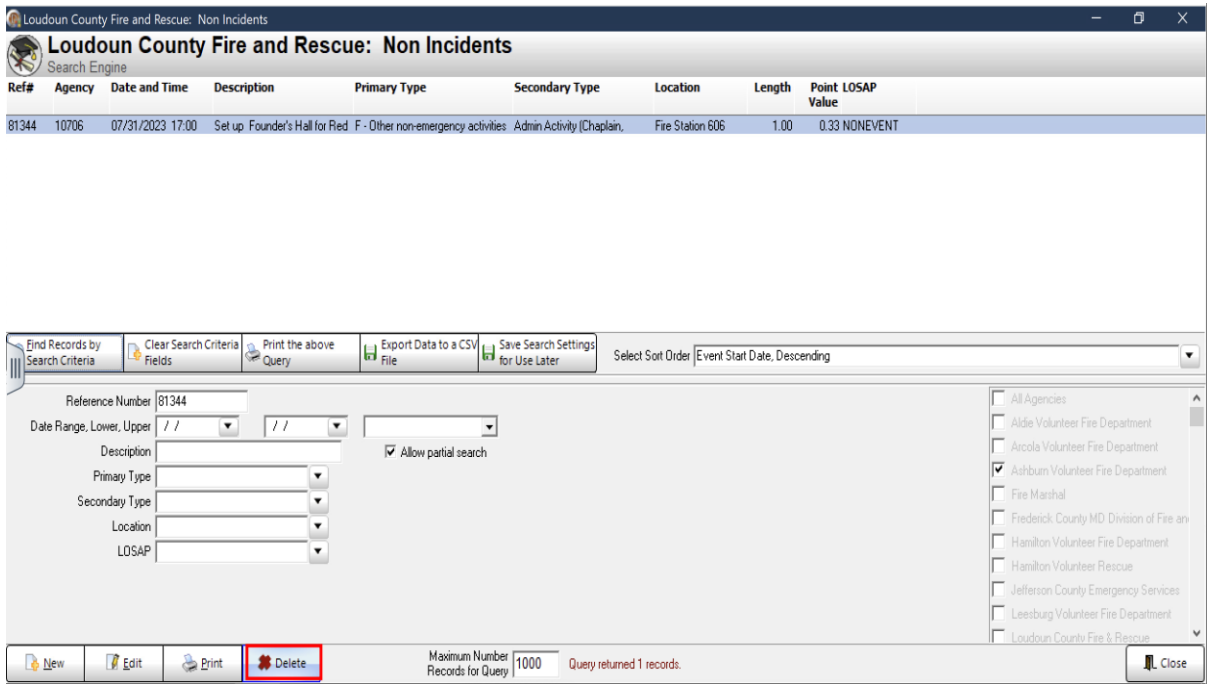



*Only Points Coordinators will be able to delete entries

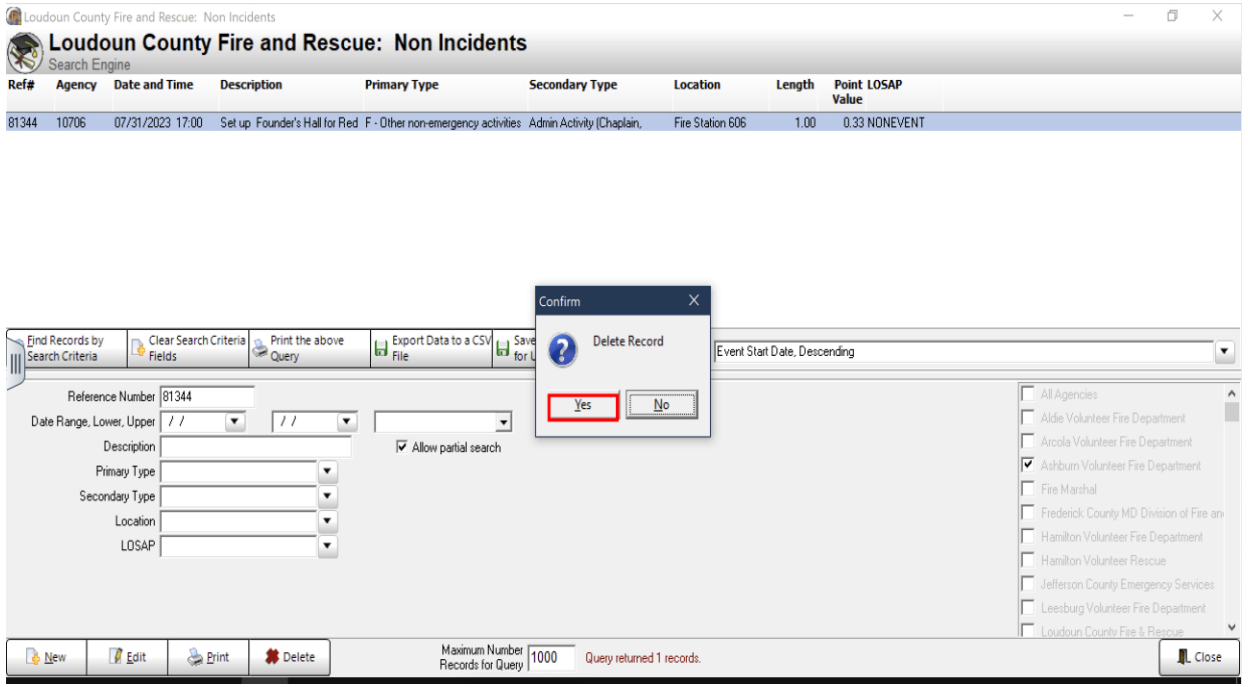
# Deleting an Entry in Alpine

6

Click on the Delete button*




Click on Yes to Confirm Deletion and record will be deleted




*Only Points Coordinators will be able to delete entries

# Closing Alpine

6

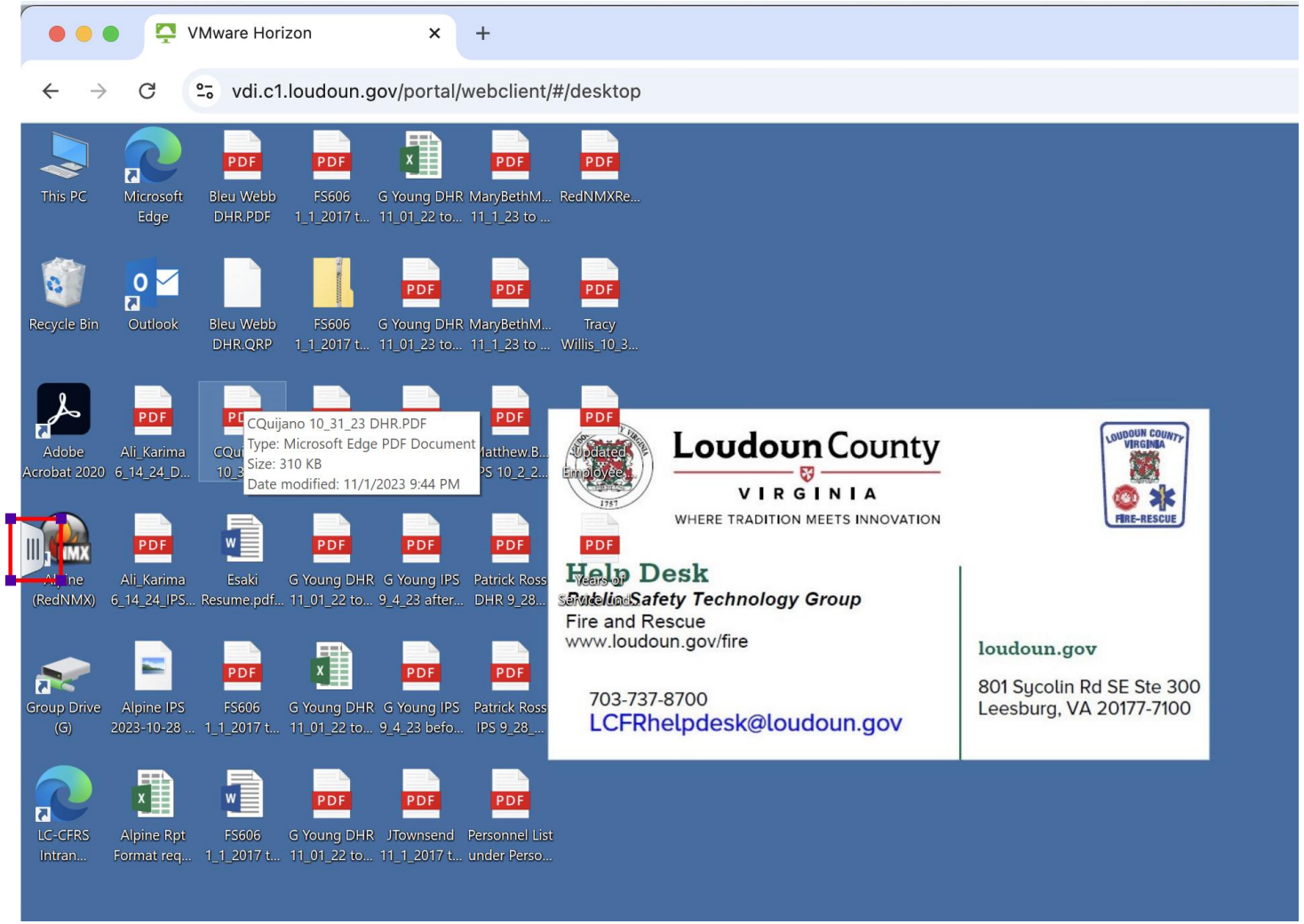
Click on Exit to close Alpine

# Logging Out of the Virtual Desktop

6

To close the virtual desktop, click on the three vertical lines icon

on the left side of the screen



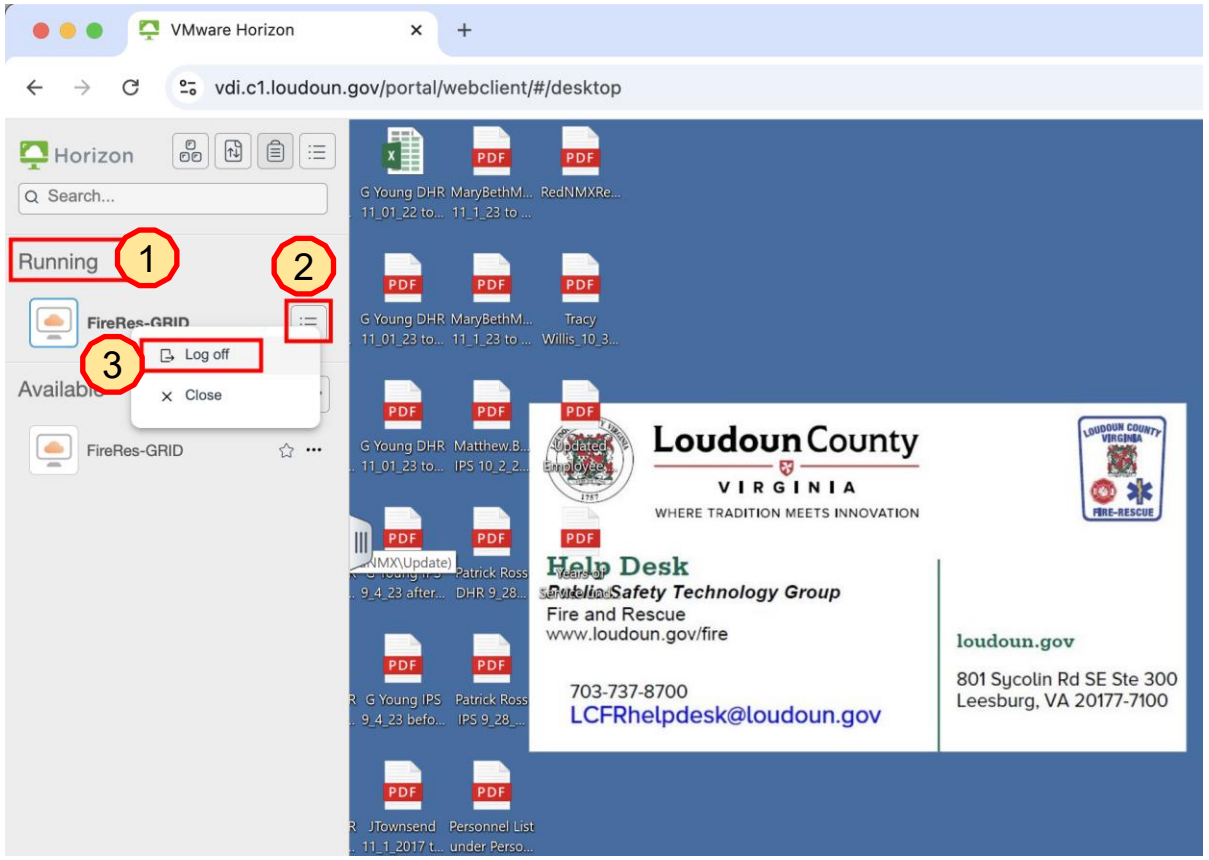
# Logging Out of the Virtual Desktop

6

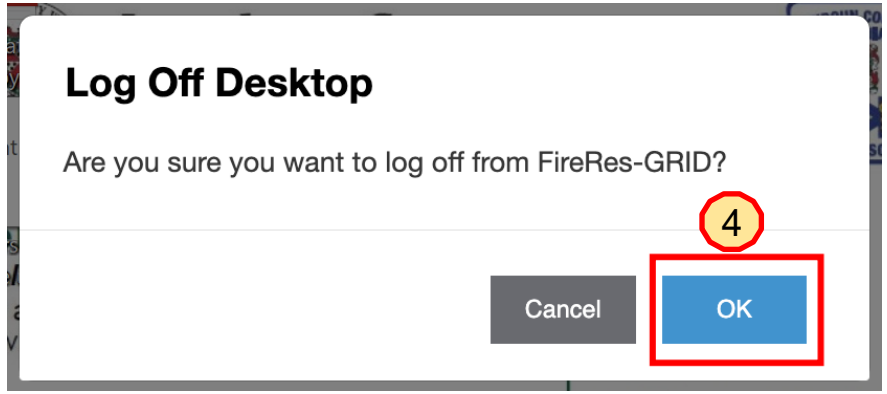
1) On the FireRes-Grid that is bolded and shows as “Running”

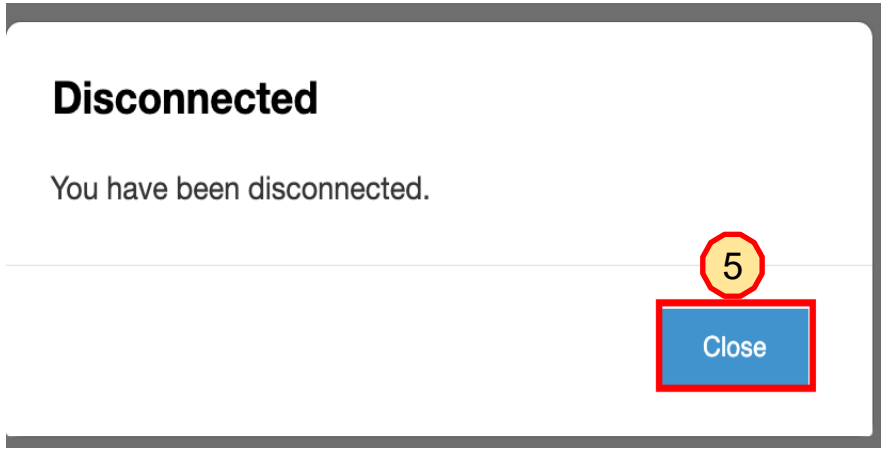
2) Click on the three horizontal lines

3) click on Log off




4) Click on OK




5) Click on Close and close the browser