



Clarke County Fire & EMS Commission
101 Chalmers Court, Suite B
Berryville, Virginia 22611
(540) 955-5132

MINUTES

October 12th, 2017 6:30pm
Clarke County Government Center – Meeting Room AB

Attendees: Van Armacost, Chairman
Bryan Conrad
Jacob White
Tony Roper
Diane Harrison
David Weiss

Absent: Matt Hoff

Staff: Brian Lichty
Dave Ash
Pam Hess

Chairman Armacost called the meeting to order at 6:30 pm.

1. Mr. Conrad made a motion to approve the agenda. Mr. Roper seconded the motion. The motion passed with all in favor.
2. Mr. Roper made a motion to approve the minutes from the August 10th, 2017 meeting as presented. Mr. Conrad seconded the motion. The motion was passed with all in favor.
3. Committee Reports –
 - Standards - The committee met on Monday September 18, 2017 (see attached evaluation sheet) Mr. Roper asked for clarification for the County's definitions. Are they in line with national response standards? Mr. Lichty explained that Clarke County is less restrictive. More time is allowed due to being rural and the 11 minutes is the starting point with CAD. Ms. Harrison asked for clarification regarding the 11 minutes-is that a true no response or no one responded from station? Mr. Lichty explained that the committee looks at each one to determine if they are a true fail or an



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overburden. Initial dispatch is for 1st due, at 5 minutes a 2nd attempt is made, then possibly a 3rd attempt.

- Technology-Mr. Roper stated there was nothing to report at this time.
- Budget – Mr. Lichty stated the committee met Thursday September 5, 2017 setting priorities of the stations inventory lists. The data was compiled and sent out by priority level. The next meeting is scheduled for Wednesday October 25, 2017. The November meeting will address the financial side with Tom Judge. Mr. Weiss stated that the Board of Supervisors may or may not fund from this list. This is to work up a capital plan and that the individual companies need to function as usual. Mr. Roper wants to make sure that this process is understood by everyone to include that the companies understand where priorities could go. Mr. Ash explained they are trying to see if money can be saved county wide and be able to utilize the potential savings elsewhere.

4. Unfinished Business

- Mr. Weiss introduced Andrew Nicholson. He is being presented to the BOS and they will be voting to have him join the Fire & EMS Commission as a citizen at large.
- Mr. Lichty is looking into a potential Recruitment/Retention position.
- Mr. Roper advised that November 1st will be the kick off for the law enforcement response to EMS calls. The officers will assist with any basic first aid needs, CPR, tourniquets, AED's are carried in all the cruisers, Narcan, etc. They are still training and refining their responses.
- Mr. Conrad commented that the Lucas device that Boyce received through a state funded grant was used at a cardiac arrest at the country club. There have been positive responses.
- Commission rules and regulation/rules of procedure-Mr. Lichty commented that he was advised by Lora Walburn to keep them in binder and to bring it during each meeting. Mr. Conrad made a motion that since there is an even number of members there would be no need for the chair to break a tie, so there is no need for a second in the future. Mr. Roper seconded and motion was passed all in favor.
 - Mr. Lichty requested to postpone discussion on the County Code changes



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5. Report from the Fire and Rescue Association-In Mr. Hoff's absence Mr. Conrad stated that the Association voted in favor to use Four for Life money to pay for the new trauma bags/drugs.

6. Report from the Director of Fire and EMS-see attached
 - a. SOG's (Current review)
 - i. Educational Leave
 - ii. Sick Leave
 - iii. Part-Time Employees
 - iv. Holdover/Recall Procedures
 - b. SOG's (Next month reviews)-see attached
 - c. Response report-Mr. Lichty asked what are some of the recommendations or thoughts of Commission to improve. Suggestions were made to determine if there is a need to put resources towards staffing, is there a need for further career personnel, pay per call incentive, define successful programs to help where we need to be looking , community programs to address the public with more knowledge so they can assist, CPR classes or potential monthly volunteer recognition.

7. Public Comment-none

8. New Business-Chairman Armacost reminded the committee that the strategic plan is due in December. He will get together with Mr. Lichty and Mr. Hoff and bring back to committee.

9. Adjourn - Mr. Roper made a motion to adjourn. Motion passed all in favor at 8:20 pm.

Next meeting is on November 9th, 2017 at 6:30pm in the Clarke County Government Center – Meeting Room AB