



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

MINUTES

February 14th, 2019 6:30pm

Clarke County Government Center – Meeting Room AB

Attendees: Matt Hoff, Chairman
Tony Roper
Jacob White
Diane Harrison
Bryan Conrad
Doug Lawrence
Andrew Nicholson

Absent: David Weiss

Staff: Brian Lichty
Melanie Radford

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

1. Ms. Harrison made a motion to approve the agenda. The motion was passed with all in favor.
2. Public Comment – Mr. Jay Arnold addressed the Commission on behalf of Chief JC Blaylock regarding the incentive program. There was a concern mentioned last month about staffing and not running calls. This has been looked into and addressed. Mr. Arnold asked to confirm their understanding that if there are 2 people signed up for fire duty and the medic crew is out and a second medic or ambulance call goes out that they will be deducted points. Mr. Lichty stated that this will be addressed later in the meeting but it goes by the hours the company has for total staffing, i.e. if you have 4 hours of staffing but failed to respond, those hours would be deducted. Mr. Arnold stated that their impression of the program was to encourage more volunteers to sign up for duty, which they are doing, but for whatever reason they chose to not run an ambulance call or are not qualified, if a crew is signed up even just for fire calls they shouldn't be penalized. They would ask that this be discussed further before taking any action. In reference to the previous discussion regarding Boyce's hours with career staff, whether their scheduled hours should count towards the incentive totals or not, Mr. Arnold stated that Enders has discussed this thoroughly and supports that they should be allowed to have those hours count as well.
3. Mr. Nicholson pointed out a correction needed under #5 Unfinished Business -change the last name of Lawrence to Nicholson in the second to last sentence under the Association topic. Mr. Roper made a motion to approve the January 10th, 2019 minutes as amended. The motion was passed with all in favor.

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4. Committee Reports –

- Standards – (see attached) Mr. Lichty reviewed with the group to include the new data for the mutual aid calls coming into Clarke. Mr. Lawrence asked for the data to show the numbers split for Fire and EMS calls separately and Mr. Roper agreed with the request further stating it would help to identify loss of revenue for the EMS calls. Mr. Lichty stated he would show the breakdown starting next month. No other questions or comments.
- Technology – Mr. Roper stated the committee met earlier today and reviewed the Motorola radio project rollout, MDT donation, station CAD monitors are up and running and the procedure committee proceeding as planned. All in all very positive feedback and will include formatted minutes with next month.
- Budget/Preparation - Mr. Lichty presented the budget recommendations to the County Finance Committee on Monday, February 11th 2019. After questions and follow up from the committee, Mr. Lichty has started to pull additional information to include potentially applying for a SAFER grant for the additional personnel being requested. The application deadline is March 22nd, 2019 and the award notifications would be around the July-August timeframe.

5. Unfinished Business

- Blue Ridge Staffing Request– Mr. Lichty reviewed the last month’s data from January 2019 with the group. Mr. Roper made a motion to continue funding Blue Ridge’s temporary staffing for another month. The motion passed with all in favor.
- Association-role in fire-rescue – Mr. Lichty reminded everyone of the previous discussion regarding 2 members of the Commission to be mediators between Boyce and the Association. It was mentioned that Mr. Nicholson and Ms. Harrison, both as appointed citizens, would be the best candidates for this role. Ms. Harrison asked if the BOS is okay with this being done. Mr. Hoff stated the BOS took a laissez-faire policy encouraging the parties to work out their issues. Ms. Harrison and Mr. Nicholson both agreed to do so. Mr. Conrad made a motion to remove the discussion and proceed to an action phase. The motion was passed with all in favor. Mr. Conrad made a motion to have the two for mentioned representatives to perform the task as mediators between the Association and Boyce. Mr. Roper confirmed that the two representatives will establish a schedule as they see fit with the appropriate people to talk to. The motion was passed with all in favor. No other question or comments.
- Dispatch changes – (see attached in the Directors Report) – Mr. Lichty reviewed with the group. No questions or comments.
- Incentive program review – Mr. Lichty reviewed the data from January 2019 with the group as well as the current and proposed change to the program to include Boyce’s part time staff. There were some findings that personnel were signed up for fire only duty but are qualified for more such as EMT. Mr. Lichty is working with the chiefs on an IAM responding policy to define terms and to have a better understanding for all. Mr. Roper noted through previous practices,

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although important to follow the information, action doesn't need to be taken tonight. The end of March beginning of April would be the next time it's needed and could wait to make a determination after the evaluation of the budget request has proceeded and/or been approved. Mr. Lichy will continue to show the data both ways for now and the Commission will continue to review this monthly. Mr. Hoff asked if there should be some additional language added for dual qualifications. Mr. Lichy will discuss with the chiefs further first. Ms. Harrison asked if someone is signed in as a firefighter but is qualified as an EMT and doesn't respond to an EMS call, will that still count as a failure. Mr. Lichy confirmed that within the incentive program, yes that would be deducted from their hours. In other areas, it may not necessarily be a "failed" call, it would be determined after looking at all the elements. Mr. White commented that at Blue Ridge, it is not acceptable to run fire only calls, if you're on duty, you're on duty to respond to calls no matter the type. He stated further that even without specific qualifications, the personnel would be at a minimum CPR certified and can still provide manpower, assistance, etc. Ms. Harrison agrees with Mr. White and has concerns for the citizens if personnel are designating themselves for a specific call type and not responding to calls. Mr. Lichy concedes, if you're signed in, you can respond and do your best to make up a unit. You never know if your one person at a station could combine with another station making a crew, anything can help. The whole goal of the incentive program was to get more volunteers involved. Mr. White mentioned that from his standpoint, you are putting your company at liability as well saying that you are available for a fire call and then an EMS call comes in and you're certified but do not respond. Mr. Roper asked if this would require changes to the IAM responding SOG. Mr. Lichy stated that the draft SOG is for discussion but will go back to the chiefs for final approval. Mr. Conrad made a motion recommending that the Director continue evaluating the current program showing the data both ways until after further discussion with the chiefs and/or modifications. The motion was passed with all in favor. Mr. Lawrence asked if Boyce would have qualified last quarter if using the proposed data change. Mr. Lichy stated that he did not go backwards, just forward. He hypothesized that they would have, but the awarded incentive money has already been approved and distributed for that quarter.

6. Report from the Fire and Rescue Association – No quorum for the January meeting.
7. Report from the Director of Fire and EMS – (see attached) Mr. Lichy reviewed with the group and noted a correction that the billing amounts reported should say the month of "January" collections not "December". There was a discussion regarding the Chapter 32 variance and splitting crews' subject. The variance expires one year from the date entered but the state never entered the variance so it's still in effect. Mr. Lichy stated that some phases have been completed but still making adjustments, therefore not changing anything until Chapter 32 is finalized. Mr. Roper was curious as to why we are concerning ourselves with this if operationally we are meeting the standards. Mr. Lichy explained that the code/law

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still needs to be followed and at least trying to achieve it, otherwise you are opening yourself up for citations, fines, etc., the Agency and Medic could lose their licenses to practice. Mr. Hoff clarified that there would be a caveat to all of this if it were proven an emergency situation with no other choice.

- SOGS for review - (see attached)
 - i. IAMRESPONDING
 - ii. Lock-out – Tag out

8. New Business

- Chief Jason Burns – Recognition of service. Chairman Hoff read the proclamation aloud to the Commission. Mr. Burns was unable to attend this evening but Director Lichty and Chief White will present him with the proclamation and gift at a later date. Mr. Conrad, so moved and passed with all in favor.

9. Summary of required action –

- Nothing for this meeting
- Mr. Lawrence commented that the report signifying the times reported at the hospital, he understands varies, but it seems excessive. Mr. Lichty stated that the normal average is between 50-60 minutes. Mr. Lawrence then asked if Mr. Lichty knew of any other jurisdictions that have tried to improve that time or anything the crews can do. Mr. Lichty stated that there are always ways to improve just depends on the individuals, the hospital staff, what type of call it was, etc. Mr. Lawrence wanted to recognize that this may impact some of the volunteers due to the time being spent at the hospital before being able to return to the station.

10. Mr. Roper made a motion to adjourn. The motion passed with all in favor at 7:22pm.

All meeting documents will be distributed at meeting. Next meeting is on March 14th, 2019 at 6:30pm in the Clarke County Government Center – Meeting Room AB

Minutes Transcribed by Melanie Radford

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