



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

AGENDA

July 12th, 2018

6:30pm

Clarke County Government Center – Meeting Room AB

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes – June 14th, 2018
4. Committee Reports – Information Only
  - Standards – See attached report
  - Technology – No report prior to meeting
  - Budget/Preparation
    - i. Proposed budget layout – Recommendation
5. Unfinished Business
  - Volunteer Incentive Program-(see attached) - Vote
  - Blue Ridge Staffing Request– Update – Information Only
  - Changing of voting rules for BOS representative - Vote
6. Report from the Fire and Rescue Association – Information Only
7. Report from the Director of Fire and EMS – Information Only
8. New Business
9. Adjourn

All meeting documents will be distributed at meeting. Next meeting is on August 9th, 2018 at 6:30pm in the Clarke County Government Center – Meeting Room AB



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MINUTES

June 14th, 2018 6:30pm

Clarke County Government Center – Meeting Room AB

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

Absent: Andrew Nicholson

Staff: Brian Lichty  
Pam Hess  
David Ash

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

1. Mr. Armacost made a motion to approve the agenda. The motion was passed with all in favor.
2. Public Comment - None
3. Mr. Roper made a motion to approve the minutes from the May 10<sup>th</sup>, 2018 meeting. The motion was passed with all in favor.
4. Committee Reports –
  - Standards – (see attached) Mr. Lichty reviewed and discussed. Mr. Roper asked questions regarding response times, averages, confirmed with Mr. Lichty compared to national standards. Ms. Harrison questioned the

The attached minutes are DRAFT minutes. While every effort has been made to ensure the accuracy of the information, statements and decisions recorded in them, their status will remain that of a draft until such time as they are confirmed as a correct record at the subsequent meeting.



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difference with urban compared to Clarke. Mr. White noted an error made on Boyce's dispatch to hospital time. Mr. Lichty will correct.

- Technology – Nothing to report at this time.
- Budget/Preparation
  - i. Budget Update – (see attached) Ms. Harrison went over process recommendation to improve organization and timeline. Mr. Conrad made a motion to accept the recommendation with the additional item of a detailed form for all companies to use. Voting For-Mr. Roper, Ms. Harrison, Mr. Conrad, Mr. Weiss. Voting Against- Mr. Armacost, Mr. White. Motion passed.

5. Unfinished Business

- Volunteer Incentive Program-(see attached) – There was a discussion regarding enroute response times and what is achievable. Mr. White asked if a different incentive option could be chose for each station instead of one option for all. It was stated the decision would be up to the commission. Mr. White, Mr. Armacost and Mr. Conrad reviewed and discussed Option 2 again and it appears this one would be a better choice taking out the County career staff hours. Mr. Conrad made a motion to rescind the prior action of implementing Option 3 and to have Mr. Lichty write up a formal proposal for Option 2. The motion was passed with all in favor.
- Blue Ridge Staffing Request Costs & Review – Mr. Lichty distributed the email from Chief Burns at the meeting-Mr. Weiss explained that the Board voted and passed the recommendation from the commission. If these terms of the recommendation is not met than that doesn't abide by their vote to approve. Mr. White explained that some of the points of contention from Chief Burns are due to the reporting requirements that are listed. Submittal of a Blue Ridge staff schedule just isn't attainable. Mr. Weiss explained that the Board is trying to take actions to help and are willing to be somewhat flexible but not when met with contempt, Chief Burns has to be willing to be flexible too. Mr. Lichty explained that adjustments can be made, that is part of the evaluating monthly process but there has to be a starting point. A

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schedule for the personnel to be at Blue Ridge has to be made and what policies of the station will need to be met daily by them. Mr. Weiss mentioned that the Board approved the recommendation because the evaluation process looks at the whole system, is to be reviewed monthly and any adjustments could be made as needed.

6. Report from the Fire and Rescue Association – (see attached)-No questions or comments.
7. Report from the Director of Fire and EMS – (see attached) Ms. Harrison announced that the Town of Berryville is behind schedule on the water maintenance project. Mr. White asked how the storm assessment went. Mr. Lichty explained that the State did announce an emergency declaration hoping some litigation can be given to homeowners for assistance.
8. New Business - Mr. Weiss recommended that he doesn't participate in voting since he is just a liaison, then allowing the Chairman to vote in the event of tie. Mr. White is requesting to be replaced on the Budget Subcommittee. Chairman Hoff will attempt to contact Mr. Nicholson to see if he would be interested. Chairman Hoff announced that he will be out of town for the next meeting in July so Ms. Harrison will be chair that evening. Mr. Lichty explained that the fire chiefs requested to be added to the email distribution list for the Fire and EMS Commission packets, it was agreed there were no issues on including them. Mr. Lichty stated the new individual binders started tonight. He will keep and return them each meeting adding each new packets monthly. Mr. Lichty went over the three handouts that are being distributed during the open informational sessions for Hospital Transports, Provider's actions and the new Treated Not Transported. Mr. White spoke up on behalf of the volunteer system that they feel very disfranchised, doesn't feel it went through the commission correctly and is the information being conveyed appropriately. Mr. Weiss is hopeful that the handouts and the information posted will help to lessen confusions that are out there, confirmed that these were discussed and asked if there were any oppositions by the commission and nothing was said. Mr. Weiss explained that by doing this, only the patients using the system are billed, not the ones that don't. If you receive a service, there

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is no reason not to pay for that service. The Board has a financial responsibility and the new fees are a direct correlation of rising expenditures to include stipend increases, the new incentive program, etc. Mr. White expressed his belief, as well as trying to be an advocate for the volunteers, that this would be changing the volunteer system. Mr. Weiss being just as passionate as Mr. White, had to respectfully disagree. He stated that the County is not trying to destroy the volunteer system, as being accused of, but changes have to be made. Mr. Armacost expressed his concern that donations could be effected by the new billing changes but Mr. Weiss stated that there is nothing statistical that shows a decline in donations. Ms. Harrison stated that a lot of the residents are expressing their surprise that this hasn't been done before now. Mr. Armacost asked why the County doesn't just increase taxes to cover the expenditures instead. Mr. Weiss noted that future tax increases may be needed but the Board is trying to mitigate by using the other available options first, this is a balancing act.

9. Mr. Roper made a motion to adjourn. The motion was passed with all in favor at 8:14 pm.

Next meeting is on July 12<sup>th</sup>, 2018 at 6:30pm in the Clarke County Government Center – Meeting Room AB

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**County of Clarke, Virginia**  
**Department of Fire, EMS and Emergency Management**  
**Director Brian Lichty**

## **DIRECTORS REPORT**

**Month-July 2018 (updated 7/9/2018)**

### Standard Reports

-Response Report – 258 Calls for Month, average of % “Failure”, see attached report for further information.

-Billing Report –June collections \$32,294.04

### Updates-

-Career staff –

- Top 3 categories for Errors – This replaces the top 3 reason non-billable which remains the same.
  - Procedures
  - Narrative
  - Signatures
- Current SOGs for review;
  - Use of Tobacco Products
- Upcoming SOGs
  - Special Events
  - Minimum Staffing

-Emergency Management

- Will be working on the 2018 LEMPG grant budget in the coming weeks.
- The town of Berryville water project is now complete with the 1<sup>st</sup> Phase. The second phase of this project will begin the spring. This is the most critical phase because it is for the updates to the largest reservoir tank. **Update- A letter has been sent to the Town on estimated end of funding; last day to be Friday July 29<sup>th</sup> unless other funding is awarded.**
- Working to develop a table top exercise in November for EOC activation, this will be a tornado in the Shenandoah Retreat area.

## -Budget

- RSAF Grant for fall 2017-**Update – All items are now in and invoice have been sent, some have been paid others have not.**
- Fiscal Year 2020 Budget – Recommendations on how this year's budget process should work attached to Commission packet and will be discussed further.
- Submitted a grant to REC for 7-8 gas meters (replacements), this will be to replace existing gas meters in the stations. The total for the grant is around \$6,000. **–We have been awarded \$2,000 and I will be working with the Association to determine on how to best purchase these items.**
- Blue Ridge has been awarded an RSAF Grant for a power cot load system in the amount of \$33,614.40 for a total project cost of \$45,000. This will put a power cot in their ambulance. Chief Burns wanted to thank his Recue Captain Carolyn Trent for putting this grant together.

## -Strategic Goals

### 1) Strategic Vision and Effective Leadership

- A review of the Dispatch procedures has begun, looking at changing ESN's to Box numbers, the first draft of the ESN to Box numbers is now complete. We are now looking at run orders and policies.
- The Blue Ridge Staffing request – **Staffing of one PT employee from the hours of 0600 – 1800 daily will start on or about the week of July 22<sup>nd</sup>. This is due to previously scheduled leave and training.**
- Advertisements and posting are complete for the 2 new FF/EMT positions, this is open until filled, will be pulling the first round of applications starting the week of July 23<sup>rd</sup>.
- We have received one notification from a full-time employee that he will be retiring starting September 1, 2018.
- FF/Medic Mark Barenklau will be attending the Image Trend Conference this month.

### 2) Fire and EMS Operations

- Working on updating the Mutual Aid agreement with Jefferson County WV (last updated in '97) – **Update – This is with WV personnel for review.**
- The Chapter 32 EMS changes are not posted yet on Town Hall website
- Please help in getting all reports EMS and/or Fire completed as quickly as possible after the call. **Updated - this continues to be a problem, and we need the information entered**
- A new Precepting/Interning EMS calendar has been established on a google account to keep track of personnel precepting/interning. Each Chief was sent an invite to view this calendar.

- I will be attending a regional training meeting on VDFP training requests for the next year. A request for classes have been sent to each of the Chiefs.

### 3) Recruitment and Retention

- Quarterly reports are now required as part of the submission for stipends allocations each quarter. This is not required for the first quarter because the information is for the previous quarter (starting fiscal year 2019)
- Blue Ridge has finished the firefighter class – 9 out of 14 passed the class, I would like to thank Chief Burns for taking on the responsibility for the class and all the instructors for all of their hard work on the class. There is a retest tentatively August 7<sup>th</sup>.
- New incentive program attached with changes

### 4) Resource Management

- The WC and AD&D insurance – **Update – additional beneficiary information sheets still need to be turned in but have received more.**
- Boyce VFD had to make some temporary accommodations for the loss of several heating/AC units. I am currently working with them to determine if it falls within any possible insurance claims. – **Update – This has been preliminarily approved by the insurance company, we are currently working with them to get costs for repair and replace to get a final claim amount.**
- In the coming months we will be working on entering vehicle check sheets, drug checks, and vehicle discrepancy reports into EPRO for better tracking and recording. **Update – This is complete and I anticipate a full compliance as of September 1, 2018.**
- We are currently looking at setting up desktop CAD computers (dispatch computers) in each of the stations to help with some information sharing.

### 5) Health and Safety

- There is a new mental health awareness program that is now available for all personnel in our system. The training can be found on the McNeil training site.
- In an effort to help track changes, concerns, etc. with SOGs in draft a new tracking portion has been added to each SOG. Please see the attached SOG for example.

### 6) Employee Development

- We are now working a 24/48 schedule as of July 1, 2018

- Each full-time employee has been set up with a County desktop/log-in to streamline work and effectiveness.

## 7) Community Outreach

- We will be scheduling a couple more of the smoke detectors in the community events. The next one will be scheduled for Boyce.

Other remarks

DRAFT



**County of Clarke, Virginia**  
**Department of Fire, EMS and Emergency Management**  
**Director Brian Lichty**



**MEMORANDUM**

To: David Ash, County Administrator

From: Brian Lichty, Director Fire, EMS and Emergency Management

Cc:

Date: July 2, 2018

RE: Blue Ridge Staffing Request – Updated Information

I met with Chief Burns last month to outline the expectations of the position and daily tasks. Attached is the memo sent and accepted by Chief Burns outlining the station duties, response expectations and unit checks.

In addition on Saturday June 30<sup>th</sup> I informed Chief Burns that the staffing of this position would start on or about the week of July 22<sup>nd</sup>. This is due to current leave and training already scheduled. Chief Burns was okay with this start date.

Each month I will provide the Fire-EMS Commission with an update. This update will include the evaluation of effectiveness and the impacts on Blue Ridge's current response times. Should you have any further questions or concerns please feel free to contact me.



# CLARKE COUNTY FIRE - EMS COMMISSION BUDGET ESTIMATE FORM

Clarke County Fiscal Year-2020

Department: John H. Enders VFD

Department's Fiscal Year:

Date Submitted:

REVENUES (estimated)		Estimated Revenue	Estimated Expense
1	Fundraising	\$0	NA
2	County Stipend	\$90,000	NA
3	4-for-Life	\$5,075	NA
4	Fire Programs	\$10,000	NA
5	Other	\$0	NA
6	Donations	\$0	NA
<b>Total-</b>		<b>\$105,075</b>	<b>NA</b>

EXPENSES (estimated)		Estimated Revenue	Estimated Expense
1	Apparatus-Payments/purchases	NA	\$0
2	Apparatus maintenance	NA	\$0
3	Small Tools	NA	\$0
4	Utilities	NA	\$0
5	Station maintenance	NA	\$0
6	EMS supplies	NA	\$0
7	Fuel	NA	\$0
8	Station supplies	NA	\$0
9	PPE	NA	\$0
10	SCBA	NA	\$0
11	Recruitment	NA	\$0
12	Radios/MDTs/Reporting Computers	NA	\$0
13	Other	NA	\$0
<b>Total-</b>		<b>NA</b>	<b>\$0</b>

TOTALS	
Estimated Total Revenue-	\$105,075
Estimated Total Expenses-	\$0
Estimated Balance-	\$105,075

SAVINGS		
1	Savings account	\$0
2	Capital needs	\$0
3	Other	\$0
<b>Total-</b>		<b>\$0</b>

### DEFINITIONS

<b>Revenue</b>	<b>Estimated expected revenue</b>
<b>Fundraising</b>	<b>All estimated revenue from fund raising event</b>
<b>County Stipend</b>	<b>County stipend amount</b>
<b>4-for-Life</b>	<b>Revenue from 4-for-life program</b>
<b>Fire Programs</b>	<b>Revenue from fire programs</b>
<b>Other</b>	<b>Other expected revenue; town contributions, sale of items, etc.</b>
<b>Donations</b>	<b>Revenue from donations</b>

<b>Expenses</b>	<b>Estimated expenses</b>
<b>Apparatus-Payments/purchases</b>	<b>Expense of apparatus payments or scheduled purchases</b>
<b>Apparatus maintenance</b>	<b>Expenses of apparatus maintenance</b>
<b>Small tool</b>	<b>Expenses for small tool purchases; example-axes, chain saws, hammers, etc.</b>
<b>Utilities</b>	<b>Expenses for all utility bills</b>
<b>Station maintenance</b>	<b>Expenses for any planned station maintenance include any fuel used for station</b>
<b>EMS supplies</b>	<b>Expenses for EMS supply items; example-bandages, AED pads, etc.</b>
<b>Fuel</b>	<b>Expenses for all apparatus fuel costs</b>
<b>Station supplies</b>	<b>Expenses for all station supplies; example-office supplies, cleaning supplies, etc.</b>
<b>PPE</b>	<b>Expenses for personnel protective equipment; bunker gear, helmets, gloves, etc.</b>
<b>SCBA</b>	<b>Expenses for repair or purchase of SCBAs</b>
<b>Recruitment</b>	<b>Expenses related to the recruitment of new members; flyers, advertising, etc.</b>
<b>Radios/MDTs/Reporting Computers</b>	<b>Expenses for radios, mobile data terminals, reporting computers</b>
<b>Other</b>	<b>Any other expenses not listed above</b>

<b>Savings</b>	<b>Estimated expected savings</b>
<b>Savings account</b>	<b>Accounts associated for saving and no designated project or program</b>
<b>Capital needs</b>	<b>Savings for future capital needs; SCBAs, Radios, Stations, etc.</b>
<b>Other</b>	<b>Other savings accounts; money market accounts, CDs, etc.</b>



# CLARKE COUNTY FIRE - EMS COMMISSION GRANT ESIMATE FORM

Grant / Objective		Estimate Amount
1		
2		
3		
4		
5		
6		
Total-		0



## 2018 Clarke County Fire – Rescue Incentive Program



A Department must show a minimum of 120 hours of staffing in a month (average of 30hrs in a week, average month has 700+ hours). Staffing is considered 2 personnel able to respond to a call before the 5-minute code time. The staffing can be either for Fire and/or EMS unit response. Each month a company meets this staffing goal they receive \$550. The total possible revenue for a company in fiscal year 2019 (minus first quarter) is \$4950. For companies with career staffing this unit(s) must be in addition to current staffing in place. Total potential cost for this program a year is \$14,850. The monthly goal is dependent on the funding approval for each fiscal year. Incentives are paid at the beginning of the following quarter (ex. 1<sup>st</sup> quarter would be paid in October, 2<sup>nd</sup> quarter January, 3<sup>rd</sup> quarter April, 4<sup>th</sup> quarter July). Any funds not awarded at the end of the fiscal year will be placed into the Capital Account.

Example - Company X has the following staffing hours for the fiscal year –

### Quarter 1 (July – September)

Not Applicable for this fiscal year

### Quarter 2 (October – December)

October – 110 hours of staffing (minimum 2 persons at one time)

November – 180 hours of staffing (minimum 2 persons at one time)

December – 200 hours of staffing (minimum 2 persons at one time)

Months receiving incentive – November and December (total received for quarter \$1,100)

Months **NOT** receiving incentive – November

### Quarter 3 (January – March)

January – 180 hours of staffing (minimum 2 persons at one time)

February – 210 hours of staffing (minimum 2 persons at one time)

March – 120 hours of staffing (minimum 2 persons at one time)

Months receiving incentive – January, February and March (total received for quarter \$1,650)

Months **NOT** receiving incentive – None

Quarter 4 (April – June)

April – 220 hours of staffing (minimum 2 persons at one time)

May – 100 hours of staffing (minimum 2 persons at one time)

June – 160 hours of staffing (minimum 2 persons at one time)

Months receiving incentive – April and June (total received for quarter \$1,100)

Months **NOT** receiving incentive – May

**Total Earned by Company X = \$3,850**

**Total Amount put into Capital Account = \$1,100**

\*Companies that have **County** career personnel must provide an additional unit of staffing or combination unit staffing. These companies must also meet the minimum of 2 persons at one time requirement.

Staffing hours will be kept using the IAMRESPONDING software, personnel will be required to enter their time at “station” or “avail home”. This information will be compared to responses times.



***Division of Fire and Rescue Services  
Response Review Report  
Year to Date 2017-2018***

<b><i>EMS - Month</i></b>	<b><i>Total Count</i></b>	<b><i>Total Fail Count</i></b>	<b><i>Total Pct.</i></b>
July 2017	199	18	9.04%
August 2017	203	17	8.37%
September 2017	194	15	7.73%
October 2017	217	12	5.52%
November 2017	222	20	9.0%
December 2017	205	22	10.7%
January 2018	192	14	7.2%
February 2018	179	6	3.3%
March 2018	193	16	8.2%
April 2018	194	17	8.8%
May 2018	175	10	5.7%
June 2018	208	22	10.5%

<b><i>Fire - Month</i></b>	<b><i>Total Count</i></b>	<b><i>Total Fail Count</i></b>	<b><i>Total Pct.</i></b>
July 2017	82	2	2.4%
August 2017	73	6	8.21%
September 2017	60	0	0%
October 2017	58	4	6.89%
November 2017	81	1	1.23%
December 2017	74	7	9.45%
January 2018	80	9	11.25%
February 2018	50	4	8.0%
March 2018	79	9	11.3%
April 2018	73	5	6.8%
May 2018	83	10	12.0%
June 2018	79	4	5.0%

***\*This report reflects changes made by the Standards Sub-Committee***



***Division of Fire and Rescue Services***

***Response Review Report***

***June 1, 2018 – June 30, 2018***

<b><i>Station</i></b>	<b><i>AM Count</i></b>	<b><i>PM Count</i></b>	<b><i>WK Count</i></b>	<b><i>Total Count</i></b>	<b><i>AM Fail Count</i></b>	<b><i>PM Fail Count</i></b>	<b><i>WK Fail Count</i></b>	<b><i>Total Fail Count</i></b>	<b><i>AM Pct.</i></b>	<b><i>PM Pct.</i></b>	<b><i>WK Pct.</i></b>	<b><i>Total Pct.</i></b>
Enders-Fire	19	7	14	40	0	0	0	0	0%	0%	0%	0%
Enders-EMS	58	40	32	130	4	1	3	8	6.9%	2.5%	9.4%	6.2%
Boyce-Fire	12	3	6	21	2	2	1	5	16.7%	66.7%	16.7%	23.8%
Boyce-EMS	21	15	17	53	8	4	5	17	38.1%	26.7%	29.4%	32.1%
Blue Ridge-Fire	9	4	5	18	0	1	0	1	0%	25%	0%	5.6%
Blue Ridge-EMS	15	8	2	25	2	2	0	4	13.3%	25%	0%	16%