



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

AGENDA

August 8th, 2019 6:30pm

Clarke County Government Center – Meeting Room AB

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes – July 11<sup>th</sup>, 2019 (p. 2 - 4)
4. Committee Reports – Information Only
  - Standards – See Attached report (p. 5 - 8, if committee is able to meet prior to meeting updates will be distributed)
  - Technology – No report prior to meeting
  - Budget/Preparation - No report
5. Unfinished Business
  - Incentive program review – Information (p. 9)
  - Strategic Plan Review – Strategy 1-goal 1 & Commission structure - update/review (p. 10 - 15 )
6. Report from the Director of Fire and EMS – Information Only (p. 16 - 19)
7. New Business
8. Summary of required action
9. Adjourn

All meeting documents will be distributed at meeting. Next meeting is on September 19th, 2019 at 6:30pm in the Clarke County Government Center – Meeting Room AB



**Clarke County Fire & EMS Commission**  
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MINUTES

July 11<sup>th</sup>, 2019 6:30pm

Clarke County Government Center – Meeting Room AB

Attendees: Matt Hoff, Chairman  
David Weiss  
Tony Roper  
Jay Grim  
Diane Harrison  
Bryan Conrad  
Doug Lawrence

Absent: Andrew Nicholson

Staff: Brian Lichty  
Melanie Radford

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

1. Mr. Conrad made a motion to approve the agenda. The motion was passed with all in favor.
2. Public Comment - Mr. Jason Burns read the following statement to the Commission. (see attached)  
Mr. Harold Rohde expressed that he wanted to comment about the mediation attempt between Boyce and the Association. There were several items which were laid out at one meeting and the representatives were there for, for more than an hour probably closer to two, there were a multitude of items that were brought up, cause of concern or areas that they felt needed to be addressed. He came to last month's meeting expecting to hear a report of the topics that were found, the issues of concern, maybe some steps towards mediation and to read a couple of paragraphs that said we don't feel that it is going to happen, not a question was asked by this Commission, what was the heartache, what is the issue, how can we resolve it. You glossed over it and said thank you for your time, really appreciate it, I know you put in a lot of hard work there. It makes it seem as though you all really do not care. I don't know what's going on. You have representatives from your volunteers who are willing to provide input, willing to come to these meetings and to be afforded 3 minutes upfront to say something and watch things go on. When I was Chief it irked me to no end when a question was asked, your chief is sitting right here who knows that answer, the representative may not know all of the specifics of that answer, but yet you cannot provide correct information in a timely fashion to this Commission. I had something else I was going to talk about but my brain has already derailed now so thank you.
3. Mr. Roper made a motion to approve the June 13<sup>th</sup>, 2019 minutes. The motion was passed with all in favor.

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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4. Committee Reports
  - Standards - (see attached) Mr. Lichty reviewed with the group. Discussion-Mr. Grim confirmed that the asterisk at the bottom means there were changes reflected in the report.
  - Technology – Mr. Roper reported that the implementation of the next phase of radio project will be delayed by approximately 30 days while they explore some other options that will ultimately benefit both the performance and the budgetary impact to the County.
  - Budget/Preparation - Nothing to report
5. Unfinished Business
  - Blue Ridge Staffing Request - Mr. Lichty examined the last month's data from June 2019 with the group. Mr. Roper verified that the position was funded in the new budget as of July 1<sup>st</sup>, 2019 and awaiting the response from the Safer grant for filling position. Mr. Lichty confirmed and stated due to this, there is no need to vote on this topic any longer.
  - Incentive program review - Mr. Lichty reviewed with the group. All 3 companies met the criteria for the quarter and will all be awarded.
  - Strategic Plan Review - Strategy 1 update/review (see presentation attached) Discussion and action notes taken by Mr. Lichty.
6. Report from the Director of Fire and EMS – (see attached) Mr. Lichty reviewed with the group. Discussion-Mr. Roper inquired how the Red Cross Shelter drill went. Mr. Lichty indicated it went well, it was detailed and he learned a lot including some misconceptions on what the County does and doesn't do. Mr. Lichty has provided Boyce a copy of the draft from Blue Ridge and Enders for the review of the Fire and Rescue Agreement. Chairman Hoff stated that the information was disseminated at Boyce's company meeting last night and everyone was given an August 1<sup>st</sup> date to have input back to either Chief Coffelt or Director Lichty. Mr. Grim asked if there was any feedback from Boyce on the functionality, usefulness of the MDT's. Mr. Lichty stated there have been some learning curves, there were some issues with ImageTrend but have been taken care of, and there was a LifePak issue downloading into the computer but that has been resolved. Mr. Lawrence asked if anyone will be hired in next 30-60 days. Mr. Lichty explained that no hiring can be done until after he has received the grant answer. Mr. Grim inquired if there was any elaboration on the "other" category, what it comprises of, for the provider errors that he could bring back to his company to pay attention to. Mr. Lichty explained that it could be many different things like not obtaining a facesheet from Inova, missing data fields, etc. The biggest one is narratives. He understands that we may be a little stricter, but the numbers don't lie. We are doing a really good job in our collections, where some counties that money isn't quite as important, the little tweaks, it is to us. We are billing at that highest level and getting paid appropriately.
7. New Business-Mr. Lawrence and Mr. Grim raised some concerns over the lack of identification of mutual aid companies upon dispatch. Mr. Lichty reviewed the IAM responding changes, the implementation of the CAD monitoring stations and MDT's. Mr. Lichty stated he will review this policy with Director Hess and return next month with comments. Mr. Grim brought up concern regarding the Commission member

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structure and terms coming to expiration. Mr. Grim made a motion stipulating the Citizen at Large cannot be an active member of any company. After discussion among the group, Ms. Harrison recommended this topic be held off due to the Strategic Plan review and made a motion to table this discussion until next month. Mr. Grim agreed and amended his motion to table until next month so everyone has additional time to discuss with their companies. The motion was passed with all in favor. Mr. Grim had one more item, based on Mr. Burn's statement he would like for there to be the opportunity to table items and the representatives bring it back to their companies prior to voting. Chairman Hoff stated that everyone has that right and is standard parliamentary.

8. Summary of required action -
  - Talk to Director Hess about dispatch concern
  - Next month to bring forward of the strategic plan the existence and structure.
9. Mr. Lawrence made a motion to adjourn. The motion was passed with all in favor at 7:41pm.

All meeting documents will be distributed at meeting. Next meeting is on August 8th, 2019 at 6:30pm in the Clarke County Government Center – Meeting Room AB

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Minutes Transcribed by Melanie Radford

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.

# STANDARDS SUBCOMMITTEE RESPONSE EVALUATION

Month: Jul-19

<b>Total responses in question for month-</b>	19		
11 Minute-No response(True Fail)-	15	Percent of total in question-	78.9%
Delayed Response-	0	Percent of total ALL CALLS-	5.9%
Overburden-	4		
Removed-	0		

## DEFINITIONS

**11 Minute-No response** -Prime requested unit did not respond within 11 minutes

**Overburden** -Multiple units for single incident from same Company requested; not

Total Responses for Month (all Companies)-	256
Total responses in question for month-	19
Percentage of Responses for Month-	7.4%

<b>Blue Ridge Vol. Rescue</b>	
Total Responses-	34
11 Minute-No Response-	3
Percentage of total responses-	8.8%
Overburden-	1

<b>Blue Ridge Vol. Fire</b>	
Total Responses-	9
11 Minute-No Response-	1
Percentage of total responses-	11.1%
Overburden-	2

<b>Boyce Vol. Rescue</b>	
Total Responses-	47
11 Minute-No Response-	4
Percentage of total responses-	8.5%
Overburden-	0

<b>Boyce Vol. Fire</b>	
Total Responses-	15
11 Minute-No Response-	1
Percentage of total responses-	6.7%
Overburden-	1

<b>Enders Vol. Rescue</b>	
Total Responses-	123
11 Minute-No Response-	5
Percentage of total responses-	4.1%
Overburden-	0

<b>Enders Vol. Fire</b>	
Total Responses-	28
11 Minute-No Response-	1
Percentage of total responses-	3.6%
Overburden-	0

OB	Overburden	4
TU	True Failure	15
DR	Delayed Resp.	0
RE	Removed	0
<b>TOTAL</b>		<b>19</b>

\*This report reflects a system analysis **ONLY**, All calls for service where answered

### MUTUAL AID RESPONSES

	SEPT	OCT 18	NOV 18	DEC 18	JAN 19	FEB 19	MAR 19	APR 19	MAY 19	JUN 19	JUL 19
Mt. Weather-EMS	27	0	0	0	0	0	0	0	0	0	2
FIRE		0	0	0	0	0	0	0	0	0	0
MA-Given/Request					1	1	2	2	0	2	1
Warren Co.-EMS	12	14	20	12	12	12	24	18	2	20	6
FIRE					3	3	4	3	2	5	2
MA-Given/Request					1	1	0	0	0	0	0
Frederick Co.-EMS	6	22	17	16	22	11	18	14	14	17	8
FIRE					3	3	3	1	1	3	0
MA-Given/Request					7	8	5	4	7	3	10
Fauquier Co.-EMS	3	11	10	4	3	5	6	7	3	12	6
FIRE					2	0	0	1	1	2	0
MA-Given/Request					1	0	0	0	0	1	0
Loudoun Co.-EMS	0	3	9	5	2	4	5	5	4	6	1
FIRE					2	2	0	1	1	4	1
MA-Given/Request					3	11	6	3	5	10	7
<b>TOTAL(MA REC)-</b>	<b>48</b>	<b>50</b>	<b>56</b>	<b>37</b>	<b>49</b>	<b>40</b>	<b>60</b>	<b>50</b>	<b>28</b>	<b>69</b>	<b>26</b>
<b>TOTAL CALLS MO.-</b>	<b>300</b>	<b>272</b>	<b>243</b>	<b>243</b>	<b>305</b>	<b>397</b>	<b>279</b>	<b>274</b>	<b>275</b>	<b>300</b>	<b>256</b>
<b>% OF TOTAL CALLS-</b>	<b>16.0%</b>	<b>18.4%</b>	<b>23.0%</b>	<b>15.2%</b>	<b>16.1%</b>	<b>10.1%</b>	<b>21.5%</b>	<b>18.2%</b>	<b>10.2%</b>	<b>23.0%</b>	<b>10.2%</b>



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

***Response Review Report***

***July 1, 2019 – July 31, 2019***

<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	10	9	9	28	1	0	0	1	10%	0%	0%	3.6%
Enders-EMS	54	30	39	123	2	1	2	5	3.7%	3.3%	5.1%	4.1%
Boyce-Fire	3	4	8	15	0	2	0	2	0%	50%	0%	13.3%
Boyce-EMS	23	9	15	47	1	2	1	4	4.4%	22.2%	6.7%	8.5%
Blue Ridge-Fire	3	3	3	9	0	0	3	3	0%	0%	100%	33.3%
Blue Ridge-EMS	12	11	11	34	0	2	2	4	0%	18.2%	18.2%	11.8%



***Division of Fire and Rescue Services  
Response Review Report  
Year to Date 2018-2019***

<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>
May 2018	175	10	5.7%
June 2018	208	22	10.5%
July 2018	214	27	12.6%
August 2018	231	15	6.5%
September 2018	222	19	8.5%
October 2018	213	17	7.9%
November 2018	185	19	10.2%
December 2018	181	15	9.9%
January 2019	234	11	4.7%
February 2019	214	11	5.1%
March 2019	220	13	5.9%
April 2019	221	14	6.3%
May 2019	225	14	6.2%
June 2019	229	18	7.8%
July 2019	204	12	5.8%

<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>
May 2018	83	10	12.0%
June 2018	79	4	5.0%
July 2018	74	5	6.8%
August 2018	60	4	6.6%
September 2018	78	5	6.4%
October 2018	59	6	10.1%
November 2018	60	7	11.6%
December 2018	62	3	4.8%
January 2019	71	4	5.6%
February 2019	78	4	5.1%
March 2019	59	4	6.7%
April 2019	53	4	7.5%
May 2019	50	3	6.0%
June 2019	71	7	9.8%
July 2019	52	3	5.7%

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

# FY 2020 INCENTIVE PROGRAM EVALUATION SHEET

	QUARTER 1				QUARTER 2				QUARTER 3				QUARTER 4			
	JUL	AUG	SEPT	Qtr Avg	OCT	NOV	DEC	Qtr Avg	JAN 19	FEB	MAR	Qtr Avg	APR	MAY	JUN	Qtr Avg
<b>ENDERS</b>	95			95												
<b>BOYCE w/pt</b>	281.75			281.75												
<b>BLUE RIDGE</b>	198.5			198.5												
<b>Total All</b>	575.25	0	0		0	0	0		0	0	0		0	0	0	
<b># FT Crew</b>	1.38															

Receive Incentive of \$1250.00 per quarter, mininum avg hours-120

	Qrt 1	Qrt 2	Qrt 3	Qrt 4
<b>ENDERS</b>				
<b>BOYCE</b>				
<b>BLUE RIDGE</b>				

\*-With avg. & w/pt

1  **2015 – 2019 Strategic Plan Review**

**Goal 2-Fire and EMS Operations (part 1 of 2)**

2  **Evaluation Structure**

▶ Ongoing – The status is continuous, there may be current actions and future actions planned.

▶ Planned – The status is planned for future actions, there may or may not have been actions taken, however the primary action is planned for the future.

▶ Complete – The status is complete and there is no further actions indicated.

▶ Future – Actions of this status are set for future actions. There may or may not have been actions already taken, however the primary action is for the future.

There may also be a combination of the above listed categories.



3  **Strategy 1-Ensure that sufficient staff is available to have timely and effective response to fire and EMS calls.**

▶ Action 1 – Standardize duty crews across all volunteer companies.



▶ Status – Planned/Ongoing- Some actions have been taken to include creating an incentive program that requires 2 personnel to be on duty at the same time able to respond within 5 minutes. Additionally an IAR policy was adopted that standardized the information departments put into it such as how they staff- FF/ALS, FF/BLS, Fire only, etc. However additional work still needs to be done on this action to develop methods for bringing crew staffing into the stations.



4  **Strategy 1-Ensure that sufficient staff is available to have timely and effective response to fire and EMS calls.**

▶ Action 2 – Use IAMRESPONDING (IAR) or similar electronic templates across the Department.



▶ Status - Ongoing- Each of the volunteer departments are using IAR for responding to calls, staffing etc. Additionally an IAR policy was adopted that standardized the information departments put into it such as how they staff- FF/ALS, FF/BLS, Fire only, etc. However additional work still needs to be done on this action to develop methods for bringing crew staffing into the stations. There are questions on how the systems are managed since there is no one single oversight for the entire system. This system is currently managed by each of the 3

individual departments.



5  **Strategy 1-Ensure that sufficient staff is available to have timely and effective response to fire and EMS calls.**

▶ Action 3 – Develop a plan for adequate housing at all volunteer stations to facilitate 24/7 coverage.



▶ Status - Ongoing- Each month the Commission does review response times. In addition one department has instituted an updated live-in program. This program is being evaluated for effectiveness and what will be needed for other departments to implement. Future measures would include in-station staffing during the day and at night although this is encouraged there is no requirements. Some station renovations will be required in order to facilitate this type of staffing. Lastly, a SAFER grant was applied for and contingency to this is in place.



6  **Strategy 1-Ensure that sufficient staff is available to have timely and effective response to fire and EMS calls.**

▶ Action 4 – Ensure that apparatus are consistently responding fully staffed according to the County's apparatus staffing SOG.



▶ Status – Ongoing/Future- Each day as part of a review process the staffing of units to minimum goals is evaluated, the results are reflected in the monthly Response Goal Breakdown. However, this only counts personnel, it does not look at qualifications of personnel on the call;

▶ Example-Cardiac Arrest (min. req. 2 within 10 & 15 min.) –evaluation looks at if 2 personnel on scene within the time frame not if there is a medic, EMT, first responder, etc.



7  **Strategy 1-Ensure that sufficient staff is available to have timely and effective response to fire and EMS calls.**

▶ Action 4 – Ensure that apparatus are consistently responding fully staffed according to the County's apparatus staffing SOG. (continued)



- ▶ Status – Ongoing/Future- There is currently no apparatus staffing SOG, only minimums as to when a 2<sup>nd</sup> due unit needs to be contacted. Additionally, no certification minimums are in place yet for these positions.

- ▶ Example of an apparatus staffing SOG

- ▶ Engine Company – 3 firefighters (1-officer, 1-FF, 1-Driver)

- ▶ Special Services (Truck or Rescue) – 4 firefighters (1officer, 2-FF, 1-Driver)



8  **Strategy 2-Ensure that standards, protocols and procedures are comprehensive, accessible and effective.**

- ▶ Action 1 – Establish Department response and performance goals and use them to annually evaluate the Department’s performance. Strive to manage all Fire and EMS response in accordance with national and State standards (NFPA, OEMS), where appropriate.



- ▶ Status – Ongoing- Each month the Commission evaluated information regarding response times (failure report), goals (response time goal report) and staffing hours (incentive program). Although times are down in the past 2 years additional work should be done to reduce times further, this would include station staffing, reducing failures, reducing overburdens.



9  **Strategy 2-Ensure that standards, protocols and procedures are comprehensive, accessible and effective.**

- ▶ Action 1 – Establish Department response and performance goals and use them to annually evaluate the Department’s performance. Strive to manage all Fire and EMS response in accordance with national and State standards (NFPA, OEMS), where appropriate. (continued)



- ▶ Status – Ongoing- Some of the national standards;

- ▶ 1720 (vol. dept.) structure fire –

- ▶ Urban (>1000 peo/mi<sup>2</sup>) 15 personnel on scene within 9 minutes 90% of time-Berryville

- ▶ Rural (<500 peo/mi<sup>2</sup>) 6 personnel on scene within 14 minutes 80% time-most County areas



- 10  **Strategy 2-Ensure that standards, protocols and procedures are comprehensive, accessible and effective.**
- ▶ Action 1 – Establish Department response and performance goals and use them to annually evaluate the Department’s performance. Strive to manage all Fire and EMS response in accordance with national and State standards (NFPA, OEMS), where appropriate. (continued)
  - ▶
  - ▶ Status – Ongoing- Some of the national standards;
    - ▶ EMS Incidents–
      - ▶ ALS calls – Turn-out time 1 min, 4 min arrival, 1<sup>st</sup> responder or higher, ALS within 8 min 90% time (NFPA)
      - ▶ BLS - Turn-out time 1 min, 4 min arrival, 1<sup>st</sup> responder or higher 90% time (NFPA)
  - ▶
  - ▶
- 11  **Strategy 2-Ensure that standards, protocols and procedures are comprehensive, accessible and effective.**
- ▶ Action 2 – Review and standardize SOGs across the Department where appropriate, and publish those documents on county website.
  - ▶
  - ▶ Status – Ongoing- On the county Fire – Rescue website there is a page for forms/SOGs. All approved SOGs are posted on this page. Although several SOGs have been approved many more are needed.
    - ▶ Completed – IAR, Vehicle Accidents, Incident report, etc
    - ▶ Needed – Respiratory protection, unit staffing levels, active shooter, etc
  - ▶
  - ▶
- 12  **Strategy 2-Ensure that standards, protocols and procedures are comprehensive, accessible and effective.**
- ▶ Action 3 – Review standardized dispatch protocols among the Director, the Fire and Rescue Association and the Volunteer Company leadership, annually or more often if needed.
  - ▶
  - ▶ Status – Ongoing/Complete- In calendar year 2018 a review off all fire – rescue dispatch procedures was done. Some adjustments have been done since adoption. The next major dispatch review is scheduled for calendar year 2022. However, incidents are consistently reviewed based off these SOPS and changes are made as needed.

- ▶
- ▶
- 13  **Strategy 2-Ensure that standards, protocols and procedures are comprehensive, accessible and effective.**
  - ▶ Action 4 – Ensure that Mutual Aid Memorandums of Understanding with jurisdictions are in place and evaluated regularly, or as needed.
  - ▶
  - ▶ Status – Ongoing/Complete- In 2018 the mutual aid (MA) agreement with Warren County was updated. In 2019 the MA was updated with Frederick County, Fauquier County and West Virginia Jefferson County. Loudon County MA will be reviewed in 2020. These MA agreements are now on a 5 year review schedule.
- ▶
- ▶
- 14  **Strategy 2-Ensure that standards, protocols and procedures are comprehensive, accessible and effective.**
  - ▶ Action 5 – Ensure that Mutual Aid Memorandums of Understanding with County Volunteer Companies are in place and evaluated regularly, or as needed.
  - ▶
  - ▶ Status – Ongoing- The current use agreement is under review and is anticipated to be complete within the Fiscal Year. The last agreement was signed in 2015 and several different changes have taken place (ex. – new SOGs, new funding programs, station staffing, etc.)
- ▶
- ▶
- 15  **Review of Current Commission Structure and Need**
  - ▶ Code of Clarke (17-6)-
    - ▶ The Board of Supervisors shall appoint a Fire and EMS Commission (“the Commission”) to provide planning-level oversight of the Fire and EMS systems in the County; to oversee strategic planning efforts; and to provide a mechanism for collaboration and coordination among the Director, the County Sheriff, volunteer companies, and the Board of Supervisors on issues impacting fire, EMS, and emergency management services. The Commission shall work in coordination with the Director on these issues, and the Director shall provide staff support to the Commission.
- ▶
- ▶

16  **Review of Current Commission Structure and Need (continued)**

- ▶ Code of Clarke (17-6)- membership
  - ▶ One (1) member of the Board of Supervisors;
  - ▶ - The Clarke County Sheriff;
  - ▶ - One (1) representative from each of the volunteer fire and EMS companies;
  - ▶ and - Three (3) citizens-at-large representing consumers of fire and EMS services.
- ▶
- ▶

17  **Review of Current Commission Structure and Need (continued)**

- ▶ Code of Clarke (17-6)- Responsibilities
  1. Develop and maintain a Fire & EMS Strategic Plan.
  2. Annually review the Emergency Operations Plan (EOP) and provide recommendations on changes to the Board of Supervisors.
  3. Review and advise on implementation strategies for policy and protocol changes for Fire & EMS operations.
  4. Provide platform for resolving policy and protocol disputes amount the companies, the career staff, and/or with the emergency communications center
- ▶

18  **Review of Current Commission Structure and Need (continued)**

- ▶ Code of Clarke (17-6)- Responsibilities
  5. Review and provide recommendations on budgetary matters including recommending the use of funding and service agreements
  6. Evaluate compliance with established performance objectives and develop recommendations to address deficiencies.
  7. Support and promote annual emergency preparedness exercises.
  8. Evaluate other related issues as requested by the Board of Supervisors.
- ▶

19  **Review of Current Commission Structure and Need (continued)**

- ▶ Code of Clarke (17-6)- Responsibilities
  - ▶ The Commission shall also review and provide recommendations on any proposals by the Director that will have a substantive impact on the County's emergency response system or infrastructure impacting service delivery.



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

## **DIRECTORS REPORT**

**Month-August 2019 (updated 8/3/2019)**

### Standard Reports

-Response Report – 256 Calls for Month of July, average of X.X% “Failure”.

-Billing Report – July collections were \$43,220.21 (\$6,456.24 in patient balances and TNT's).

### Updates-

- Top 3 categories for Errors – This replaces the top 3 reason non-billable which remains the same.
  - Other
  - Narrative
  - Procedures
- Current SOGs for review (continued work being done by Chiefs);
  - Physicals
- Upcoming SOGs
  - Active Shooter-postponed
  - Respiratory protection

### -Emergency Management

- LEMPG (local emergency management planning grant) is now complete and closeout for FY 19 is done, started prep for next year's projects. These projects will include MDT's and wireless cards for them also possible additional licenses.
- Put together an Emergency Kit that will be given away as a drawing at this year's Fair booth.
- Our region has a new planner there was an introduction meeting held with this person on July 31. He will be working with me to get our EOP placed on the State planning software program and to split our current EOP and COOP into two different plans.
- Attended a Rural EOC operations class in Orange this past month, this class focuses on how to improve your EOC with limited resources.

## -Budget

- Incentives for quarter 4 were processed, results for the first month of quarter 1 are in the packets.
- I have not heard anything from SAFER grant as of yet, we are watching this closely.
- I am currently working on a Fiscal Policies for Fire – Rescue. **Update – This is currently being reviewed by the County Administrator.**
- We are also working on a detailed Capital Improvements Plan – this will outline in detail the needs of the system for large capital purchases over the next 10+ years. **Update – This is currently being reviewed by the County Administrator.**

## -Strategic Goals

### 1) Strategic Vision and Effective Leadership

- The County is working on updating the website. **Update – This project has been extended estimated to be complete by end of September being October**
- The Chiefs are reviewing some programs that will track certifications management to meet the objectives identified in the Strategic Plan. **Update – Have reviewed the first program will review the next one at the next meeting**
- We have scheduled an administrative procedures class that will take place on July 10<sup>th</sup>. This class will focus on all of the administrative items for volunteer departments and the county. – **This class was done, Mr. Judge attended the class to help answer question. We had about 10-12 people attend.**
- We will be holding our 1<sup>st</sup> meeting to review and update the Fire – Rescue Use Agreement. **Update – The review by Boyce and myself are complete and we are working on setting up a second meeting date.**
- Completed a Finance-Volunteer Administrative Leadership Series (VALS). This series is on volunteer fire department financial management.

### 2) Fire and EMS Operations

- As part of the FY 20 budget we are working on setting up a CPR delivery class that will be done once a quarter that anyone in the system will be able to attend (no cost to individuals or departments) **Update – A budget has been submitted, locations to store the equipment has been determined and hope to start the first class in the 2<sup>nd</sup> or 3<sup>rd</sup> quarter of the year.**
- Mobile Data Terminal (MDT) – We now have 2 MDTs in the field, and look to expand the program by late summer into early fall.

- We had two calls in question this past month
  - A CPR incident where there was an extended amount of time for an ambulance to arrive on scene. The 1, 2 and 3<sup>rd</sup> due companies were all on 1<sup>st</sup> calls. Mutual Aid was requested and a Clarke County unit responded from hospital. This incident is being reviewed by the Jurisdictional coordinator.
  - 2 calls at the same address in 2 days, 1<sup>st</sup> incident resulted in a patient refusal, 2<sup>nd</sup> incident ended in a CPR. These incidents were reviewed QA by the Jurisdictional coordinator and the OMD. They have made their recommendations and more will follow.

### 3) Recruitment and Retention

- Interviews for part-time employees will be held on August 15<sup>th</sup> (3 total). I would like to thank Chief White and Chief Coffelt for agreeing to help with the interviews.
- With 2<sup>nd</sup> posting for positions and testing a couple of new practices we have had 34 applicants apply, we are working through those applicants to verify eligibility and starting to schedule written tests.
- We are doing a booth at the Fair this year, we will have volunteering information to include a banner, pamphlets and interest cards.

### 4) Resource Management

- The Lord Fairfax EMS Council has been awarded funding for a program called “Handtevy”, this program focuses on pediatric medication administration and care. All departments in the Lord Fairfax EMS Council will be getting this program at no cost. Our Jurisdictional Coordinator (JC) is leading this project for us. **Update – This program is currently being rolled out. Additionally, looking at a possible grant to purchase some additional items to help support the program.**
- We have submitted our request for 2020 Emergency Response Guidebooks (ERG’s) to the state.

### 5) Health and Safety

- The INOVA Company in Ashburn has been selected to conduct our NFPA physicals. The Chiefs have requested that all Career personnel go through the program first. **Update – Have final meeting with company on Wednesday August 7<sup>th</sup>.**
- Also as part of the physical program I have a meeting set up with Frederick County to get some FIT testing done in the fall of this year. **Update – Had meeting and draft of an agreement has been sent to Frederick County for their review. Hope to have this set up for late fall.**

## 6) Employee Development

- We have one full-time employee who has complete his Paramedic class, and passed all testing. In the coming weeks we will be getting him is reciprocity from the state and getting him released as an ALS provider.

## 7) Community Outreach

- Myself, the Building Official and a State Fire Marshall did a walkthrough of the Fairgrounds as we have in past years so that work could be arranged on a few areas of concern.
- Assisted the Lord Fairfax Health district with interviews for their Emergency Coordinators positions.
- Assisting the town with a review of a Special use permit.
- We will be conducting a survey at the fair as well on how the public views our service delivery.

Other remarks