



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

MINUTES

June 13th, 2019 6:30pm

Clarke County Government Center – Meeting Room AB

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

Absent: Jay Grim

Staff: Pam Hess
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 - None
3. Mr. Roper made a motion to approve the May 9th, 2019 minutes. The motion was passed with all in favor.
4. Committee Reports
 - Standards - (see attached) Mr. Lichty reviewed with the group. Ms. Harrison mentioned that Boyce responded more this past month, noting that Warren County had to be requested less for mutual aid, well done. Mr. Lawrence asked what was the criteria that made a call a fail and if the majority were from second calls. Chairman Hoff stated that if he remembered correctly, he thought 4 out of the 5 calls for Enders were for second calls.
 - Technology - Nothing new to report at this time.
 - Budget/Preparation – Nothing to report
5. Unfinished Business
 - Blue Ridge Staffing Request - Mr. Lichty reviewed the last month's data from May 2019 with the group. Mr. Conrad verified the first due call data with Mr. Lichty. Mr. Roper confirmed that this should be the last time the Commission would need to review and vote on this since it's added

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into the new budget. Mr. Lawrence made a motion to continue funding Blue Ridge's temporary staffing for another month. The motion was passed with all in favor.

- Association (mediation subcommittee) Ms. Harrison read the following to the Commission. (see attached) Chairman Hoff thanked both Ms. Harrison and Mr. Nicholson for their time concerning this matter. Mr. Weiss stated, from the BOS perspective, if this is the case then it's critical that the representatives from the companies on this Commission take this message back to their members and state that the information or participation flow needs to come through their representatives. The BOS relies on the Commission to bring information forward and if the members of the companies don't utilize their representatives on the Commission, then the system won't work.
- Incentive program review - Mr. Lichy reviewed with the group. He noted a considerable jump in Boyce's numbers. He stated that Boyce has reestablished their "live-in" program and it reflects a significant change. Mr. Weiss passed on the observation from the BOS, they thought the funds received from this program would be utilized for purchases of equipment or other needs that weren't covered by other resources. The previous funds awarded have been given to the members, which is fine and the companies can do what they want with it, they just thought it would go back into the system versus as rewards, perhaps there is a way to do both. Mr. Conrad opined that it is important to acknowledge those who have put forth the effort and to keep in mind that it's not always the machinery or equipment that gets the job done, it's the people and they should be encouraged as much as we can.
- Strategic Plan Review - Preliminary update – (see attached) Mr. Lichy briefly reviewed with the group a synopsis of what is to come and a draft format of how it will get processed.

6. Report from the Director of Fire and EMS - (see attached) Mr. Lichy reviewed with the group. Discussion-Ms. Harrison commented that if the grant is awarded for the gear washer maybe someone would be willing to donate their labor costs for the install and Mr. Conrad verified it would be placed at Enders for a central location. Ms. Harrison inquired what commitment does the County get if we are sending someone to an upgraded EMT class. Mr. Lichy confirmed that they would have to sign a contract with the County for a specified amount of time. He stated that we have 3-4 people that will all be retiring in a few years, all of which are medics and we will need replacements. Mr. Weiss indicated that the BOS still has not approved anything on the classes yet. Mr. Conrad pointed out a spelling error on Mr. Lichy's report, page 27 last bullet point, EMTB to "EMTI" should be "EMTP".

- Request to change September 2019 meeting from the 12th to the 19th - Mr. Conrad made a motion to move the meeting date as requested. The motion passed with all in favor.

7. New Business - Mr. Lawrence mentioned that if another column was added to show a countywide percentage for response times, it wouldn't look like no one responded. Ms. Harrison voiced that maybe just adding an asterisk (*) with a disclaimer at the bottom to indicate the numbers listed doesn't mean the call wasn't answered, just not in the 11 minute standard. In light of recent local activities, Chairman Hoff wanted to remind everyone about FOIA (Freedom of Information Act) requests. As part of the County,

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this Commission and/or its members could be subjected to requests, make sure information is documented appropriately.

8. Summary of required action -
 - Add the asterisk (*) disclaimer
 - Continue with strategic plan
9. Mr. Conrad made a motion to adjourn. The motion was passed with all in favor at 7:09pm.

All meeting documents will be distributed at meeting. Next meeting is on July 11th, 2019 at 6:30pm in the Clarke County Government Center – Meeting Room AB

Minutes Transcribed by Melanie Radford

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