



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

MINUTES

November 14th, 2019 6:30pm

Clarke County Government Center – Meeting Room AB

Attendees: Matt Hoff, Chairman
Tony Roper
Diane Harrison
Randy Buckley
Doug Lawrence

Absent: Jay Grim
David Weiss
Andrew Nicholson

Staff: Brian Lichty
Melanie Radford

Chairman Hoff called the meeting to order at 6:30pm and welcomed Mr. Buckley to the Commission.

1. Mr. Lawrence made a motion to approve the agenda. The motion was passed with all in favor.
2. Public Comment – Mr. Jason Burns commented that he understood that after the last technology meeting there were some concerns regarding the grant Blue Ridge was awarded for the radios and how they went about getting it. He wanted to clarify there was written and oral communication with the county that they were applying and if even went through the budget process at this Commission level that they would be pursuing grants to do and get the things they need that they don't have funds for. For a department or corporation that has half the money given to them that it takes to operate, grants are a must. Blue Ridge has always notified and will continue to notify what they are putting in for. Every year they have applied for an AFG (Assistance to Firefighter) grant and will continue to pursue them annually. Mr. Burns has answered questions that Chief White had and can answer any other questions if needed.
3. Mr. Roper made a motion to approve the October 10th, 2019 minutes. The motion was passed with all in favor. Mr. Buckley abstained from the vote.
4. Committee Reports
 - Standards - Mr. Lichty reviewed with the group.
Discussion – Mr. Lawrence confirmed that Mt. Weather Co 21 does not bill for transports. Mr. Lichty also confirmed that all calls were answered.
 - Technology - Mr. Roper informed the group there was no meeting held.

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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- Budget/Preparation - FY21 Discussion – Mr. Lichy stated that the 4 forms that Mr. Judge uses, he will give to the Chiefs, once completed have them returned to him and will then present one overall budget for all Fire-Rescue requests to the Commission for recommendations. Mr. Roper confirmed there is still a budget subcommittee for the Commission to help with the process.

5. Unfinished Business

- Incentive program review - Mr. Lichy reviewed with the group. No questions or comments.
- Strategic Plan Review - Mr. Lichy reviewed with the group and took action notes. Page 15 of the packet, item number 13-Strategy 4-Emergency Operations, listed in error-disregard.

6. Report from the Director of Fire and EMS – Mr. Lichy reviewed with the group.

Discussion –

1. Typo noted on Page 16 of the packet, Billing Report-listed as September Collections, correction to October Collections.

At 6:57pm Mr. Roper stepped out of the room to take a phone call and returned at 7:01pm.

2. Ms. Harrison asked if the errors on the patient care reports get resolved or are they not billed out? Mr. Lichy explained that Mrs. Radford reviews every report and contacts the providers directly regarding any errors/issues. After follow up, the majority of them are then released for billing; on the rare occasion, if not resolved, this results in not being billable or having to be billed at a lesser rate.

3. Ms. Harrison asked if the original AFG for the radios wasn't awarded as a system-wide approach, so Blue Ridge reapplied on their own during the next grant cycle, receiving an award, and that the other companies could apply on their own. Mr. Lichy confirmed and stated that other departments have concerns regarding the federal regulations that you have to maintain or establish to meet the standards of the grant. Blue Ridge does a good job on this, but the other departments may not have those mechanisms in place. Mr. Burns has offered his assistance with the other departments' applications if they would like.

4. CPR classes-Mr. Lichy informed the group they are discussing the potential of residents being able to sign up for the class for a small fee, amount to be determined, but probably less than \$50, depending on the number of registered Fire-Rescue members per class. There is a 6/1 ratio for student/instructor.

5. Typo noted on page 18 of the packet, #2-Fire and EMS Operations, first bullet point-Chiefs review-date is listed as 11/3 should be 11/13.

6. Mr. Lichy updated the group-all full time passing applicants are in the background investigation stage. Three new part time employees have been hired and are starting next week. They are required to work a minimum of 12 hours per month and are averaged and evaluated on a quarterly basis.

7. Mr. Lichy explained there had been a work related minor injury, the employee was treated and released from Winchester Medical Center and will return to work in a week.

No other comments or questions.

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7. New Business
 - Communications/Succession Document - Ms. Harrison had Mr. Lichy explain the communication chart in more detail and established that the Fire-Rescue office has all the appropriate contact information for all listed on this chart. Mr. Lawrence noted that the Association has been removed from the flow chart diagram for now and asked if Mt. Weather should be listed. Mr. Lichy will review and potentially incorporate them.
 - Mr. Lichy noted that due to Mr. Conrad's appointment ending, the Standards subcommittee now only has one person to review the data with him. Should an additional person be added back on as well as maybe the addition of one more person to budget and technology subcommittees. Mr. Hoff suggested this matter be addressed at next month's meeting when the Commission is at full strength since the BOS should be approving and/or appointing the new Blue Ridge representative next week. All were in agreement.
8. Summary of required action
 - Add subcommittee topic to the agenda for next month
9. Ms. Harrison made a motion to adjourn. The motion was passed with all in favor at 7:27pm.

All meeting documents will be distributed at meeting. Next meeting is on December 12th, 2019 at 6:30pm in the Clarke County Government Center – Meeting Room AB

Minutes Transcribed by Melanie Radford

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