



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

MINUTES

June 11th, 2020 6:30pm

Clarke County Government Center – Meeting Room AB

Attendees: Diane Harrison, Chairman
David Weiss
Tony Roper
Matt Hoff
Randy Buckley
Keith Veler
David Beatty-arrived at 6:47pm

Absent: Randall Loker

Staff: Chris Boies
Pam Hess
Brian Lichty
Melanie Radford

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

1. Mr. Hoff 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 March 12th, 2020 minutes. The motion was passed with all in favor.
4. Committee Reports
 - Standards – Mr. Lichty reviewed with the group. Ms. Harrison commented on how the numbers started to show a reduction and was wondering if it was because more of the volunteers were home due to Covid-19. Mr. Lichty stated that with the new staffing plan in place along with the increase in the volunteer participation hours during the pandemic, both have played a role in the reduction. Mr. Roper confirmed with Mr. Lichty that all the new hires have completed training and been released. No other questions or comments.
 - Technology – Mr. Roper reported there was no meeting held.
 - Budget/Preparation – Mr. Lichty informed the group that the supply and fuel programs were reversed back to the original amounts as requested at \$40,000.00 each and not placed into the contingency plan. Mr. Weiss explained that in general, most of the new spending for FY 21 was pulled back out so they weren't required to have a tax increase, but it was placed in a contingency

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fund so that as they determine or if they can determine there is enough revenue, they can put those things back in. The Finance Committee met last Monday and has recommended to the BOS to go ahead with actuarial study for the LEOs benefits. If the study was started and they get the results in September, those results are good for a year; they could institute it in the early part of the calendar year or in the FY 22. The BOS wants to do it, see how it would affect us and what it would cost. Mr. Boies and Mr. Lichy informed the group that there was a slight error posted in the amounts with the fuel and supply programs after they were both put back in the budget for the full original requested amounts and the correction is being made in this month's meeting. Mr. Weiss confirmed that the amounts had been dropped down to \$35,000.00 for fuel and \$20,000.00 for supplies but once the pandemic hit, the BOS realized these two items were more critical, so they were put back in at the original amounts, but it got missed and published as the wrong, lesser amounts. This is being fixed at this coming Tuesday's meeting. Ms. Harrison asked if any of the Covid relief funds can be used for some of these expenses. Mr. Lichy indicated he will go over it more in the Directors report and Mr. Weiss explained that through the bills and claims, JAS and all departments are marking in their reports with asterisks for ones that are Covid related specifically for tracking.

5. Unfinished Business

- Incentive program review – Mr. Lichy reviewed with the group. Mr. Lichy had discussed the results of the 4th quarter with Ms. Harrison; all companies passed and with fiscal issues due to the pandemic, they agreed to go ahead and submit the incentives for payment to the companies. Mr. Weiss commented and complimented all 3 stations on their volunteer participation during this pandemic; the BOS and everyone has noticed and appreciates their efforts and time.
- Strategic Plan Review (postponed for now)
- Communications/Succession Document-Draft - Mr. Veler stated that he has discussed this topic with the stations and has a draft formatted that he will forward to Mr. Lichy for review.
- Staffing Plan – No questions or comments.
- OT Report – Ms. Harrison questioned the replacement of the 2 vacant full time positions. Mr. Lichy confirmed that the employee out on medical leave, that position cannot be replaced due to it not being an actual opening; but the vacant position has been advertised. He will be doing a review of all applications received on June 30th 2020 and is considering doing one big testing day to move the process along as quickly as he can.
- Fire-Rescue Agreement – To be reviewed potentially in July.
- Fiscal Policy – (postponed for now)
- CIP Plan – (postponed for now)
- Medicare Project – Ms. Harrison confirmed with Mr. Lichy that the project has been postponed for one year. Mr. Lichy informed the Commission that the part time administration person, who was hired to assist with the project, will stay on to learn some back up duties for Ms. Radford and start prepping for the project more towards October 2020.

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

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Discussion-Mr. Lichty indicated that Enders has placed Ambulance 1-3 in service at the station and it has been added to the County's auto insurance policy. There have been some issues with obtaining the Four-for-Life and Fire Programs receipts which delayed the submission, so the JAS Director is looking into some options to try to make it a little easy. Once Mr. Lichty has more information he will discuss with the Chiefs. The rally scheduled in Berryville this coming Saturday, departments have been notified and working on some contingency plans, the Berryville Police Department is the lead agency, Fire & EMS will provide assistance if needed; but should be uneventful. Mr. Beatty asked if any current part time employees could be used for the vacant full time position temporarily through the SAFER grant. Mr. Lichty stated that he did ask that question right away; we cannot extend the period of performance, but he was informed that the money allocated can be used in other ways but not on the position itself. Mr. Weiss complimented Mr. Lichty for all of his hard work, coordination and long hours during this time as well as for the department stepping up with assistance.

7. New Business- Mr. Hoff commented, more directed to Mr. Weiss, that Boyce has spoken to Charitable Gaming and their revenue stream doesn't look like it's going to be able to return any time before Phase 3, whenever that is. They have lived off of their cash reserves for the last 2 months and are getting to the point where they need to start making some money. He thinks it's time to start putting pressure back on the higher ups within the state to put the fundraising back into place, or in the next month or so, they will need to ask for help from the County. The restriction of the 50 person limit would still cost the Company more than it would profit. Mr. Boies remarked that even going into Phase 3, the spacing distance, may still be cost prohibiting for them, similar to the schools; may be able to open but can't practically operate without major changes. He also stated that on the calls with the legislators, they have shared their concerns voicing there is no make up money for the localities. Responses were the normal, yes we're looking into that, but with the next package of stimulus it may or could include money the County could give them to help for lost revenue. The County completely understands the Companies concerns and is trying to be as flexible as they can too. Mr. Weiss indicated that they will try to send the message again, maybe more formally.
8. Summary of required action
 - Nothing at this time
9. Mr. Hoff made a motion to adjourn. The motion was passed with all in favor at 7:12pm.

All meeting documents will be distributed at meeting. Next meeting is on July 9th, 2020 at 6:30pm in the Clarke County Government Center – Meeting Room AB

Minutes Transcribed by Melanie Radford

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