



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

## **DIRECTORS REPORT**

**Month-October 2017 (updated 10/11/2017)**

### Standard Reports

-Response Report – Will be handed out at meeting, Standards sub-committee has not yet for August responses

-Billing Report –August collections \$32,794.29

-Sept. collections \$27,269.63

### Updates-

#### -Career staff –

- Top 3 categories for Errors – This replaces the top 3 reason non-billable which remains the same.
  - Signature (both months)
  - Narrative (both months)
  - Procedures (both months)
- Current SOGs being worked on;
  - Radio Procedures-Tabled
  - Educational Leave – Commission Review
  - Sick Leave – Commission Review
  - Part-Time employees – Commission Review
  - Holdover/Recall – Commission Review
- Upcoming SOGs
  - Accountability
  - Special Events
  - Knox Box/Lock Box – Chiefs Review
  - Minimum Staffing
  - Emergency Radio Procedures – Chiefs Review
- We are examining the FLSA and shift schedule information for career staff to make possible future changes to save county funding – Looking at making this move in October/November

#### -Emergency Management

Office: 540-955-5113

101 Chalmers Ct., Suite B  
Berryville, VA 22611

Fax: 540-955-5180

- EOP review continues, VDEM has reviewed the basic plan and is currently reviewing final parts, trying to have in front of the board in November.
- LEMPG funding for 2016 is complete and final report submitted.. In 2017 LEMPG is broken into 4 different projects, 1 – Video conferencing capabilities to each station (this is an expansion from last year’s Polycom grant), 2-Prep for state damage assessment program (equipment), 3-Improving communication capabilities for Director vehicle (Wi-Fi system), 4-Assist with current costs (cell phone) – initial approval for purchasing is complete and items ordered.
- There is a Regional drill that will take place on October 25<sup>th</sup>, this is for local Emergency Managers (EM). Clarke County has set up an EOC training event for Friday October 27<sup>th</sup> from 0900-1200. This training will go over how the EOC is set up and basic questions associated. Agenda items; a video conference demo, a state WebEOC situation report, VDEM reps, Mike Legge – purchasing will review emergency purchasing items

#### -Budget

- RSAF grant in July – Update – Awarded, all items ordered. All items in equipment is being put together for install
- Boyce VFD was also awarded RSAF Grant for 2 Lucas CPR Devices, it was an 80/20 grant – They have received the new Lucas devices and they are in service.
- Next round of RSAF Grant is open, the EMS committee came up with video laryngoscopes, this grant has been submitted as an 80/20 grant.
- The Fire Prevention and Safety Grant announcements have begun announcements, nothing as of yet. - **Denied**
- I have completed a Homeland Security Grant for vehicle repeaters to be placed in 6 vehicles (2 per station) as part of the Phase 4 radio project. This grant was extended to end of June. Funding is available up to 100%. Total amount requested is \$240,000. I anticipate hearing something back by October or so. – Made it past regional review-recommended – Should have a final on this by November.
- The additional rounds of the SAFER grant awards came out this month – **Denied**
- The RFP for the hose, ladder and pump testing out for bid – bid closed Aug 22<sup>nd</sup>, this was awarded to Fire-One, working with Chiefs to answer a few of their questions and work around Berryville water project before setting up testing.
- Next budget meeting is scheduled for October 25<sup>th</sup>, will go over additional capital needs, contractual services, other budget requests – Training budget, OMD contribution, recruitment/retention, physicals, FIT testing, public education. First meeting went well with priorities identified and preliminary list together. Finance Director – Tom Judge will be at November meeting to explain county budget process.

- The town of Berryville approved upto \$15,000 for expenses on providing a Tanker Driver M-F from 0600 – 1800 during the large reservoir work (est Mar 2018 – July 2018). Once we get a little closer to this time we will be working on completing the plan for this part.

## -Strategic Goals

### 1) Strategic Vision and Effective Leadership

- County website upgrades are continuing. New items have been placed under the billing page, new Clarke County Fire-Rescue Patch also added
- October 25<sup>th</sup> & 26<sup>th</sup>, is the WOW (world of works) conference, this is set up as a learning time for 7<sup>th</sup> and 8<sup>th</sup> graders to help them identify their goals and possible jobs. Clarke County has been part of this for the last couple of years, we are working to become a little more involved in this program, Blue Ridge Company 8 has agreed to provide a pumper to assist.
- There is some proposed code changes to address areas such as Director change to Chief to fall more in line, Fire Marshal establishment, Fire code, fireworks, open burning, ect. – Working on breakdown of better explanation of this to assist with understanding the reasons for these changes.
- We had two complaints this past month; **1<sup>st</sup>**- came from inside the system and was focused on some decisions made by the career staff on a call. This investigation has been completed and a response sent back to complainant. **2<sup>nd</sup>**- Came from inside the system about a refusal obtained from a unit outside our jurisdiction. Information was passed on to the assisting jurisdiction and a response sent back to complainant.
- There was a concern by the OMD on how an ALS provider was authorized to practice, this issue was addressed and corrections made with the new 2017 authorization to practice form. The updated form outlines at what level someone is being released at.

### 2) Fire and EMS Operations

- Working on updating the Mutual Aid agreement with Jefferson County WV (last updated in '97) – **Update – On-going, this will take some time. – Draft done, working on setting up a meeting with the Director there, called but have not received any call back as of yet.**
- Mobile Data Terminals/Reporting Computers-The first computer for the Director's vehicle is in and is being set up.
- A Training committee meeting was held on June 15<sup>th</sup> – A group of classes was worked up for a Calendar year 2018 start, this will include classes that

can be taken through the VDFP knowledge center. **Update** – This project is about 40% done.

- We have begun the classes for the new EMS protocols that went into effect on October 1, 2017; we met our goal which was to have a minimum of 2 classes in each station. If providers do not complete this upgrade, they will not be able to practice, until complete.
- I am currently working with our insurance company to set up some training for Clarke County Fire-Rescue personnel through their training system. More on this as it is developed. At the Chiefs meeting I requested up to 2 “Training Officers” per station to be set up in the system. – Melanie is working on setting this up for each station. The rest of membership rosters need to be turned in.
- Mr. Barenklau is working on an Image Trend updates class to go over the changes that have taken place over the past year.

### 3) Recruitment and Retention

- Working with IT in setting up a Volunteer interest connect on the website that would be forwarded to each Chief when someone submits for information. **Update – This is now complete and is under on the Clarke County website under volunteer companies.**
- Clarke County Schools is working with the Lord Fairfax EMS Council in setting up a high school EMT program this is set up for next school year.
- New draft Clarke County Volunteer Pamphlet – Approved will go on website and out to business and units, and used at fair for recruitment.
- We are working to put together recruitment and retention committee as one of the first projects is to put together an orientation program. Dates for this meeting has been scheduled for Wednesday October 18<sup>th</sup> at 6:30 pm in the AB room at the Government building.

### 4) Resource Management

- The WC and AD&D insurance – Update – working with Joint Administrative Services (JAS) to make sure we have procedures set up. Beneficiary information sheets (first round) have been completed, entered into information held at the County level and turned into the Insurance company.
- The vehicle insurance is up for renewal in November looking for recommendations to renew this policy.

- Building Damage to Co. 1 is complete; all insurance money has been received and waiting for invoices from the department.
- The rules and regulations on meeting procedures was distributed to commission members to review and for final approval
- During the recent hurricanes we have had people offer services for swift water resources. We will be working to make this a possible resource for state list.

## 5) Health and Safety

- After a careful review of the WC and AD&D policy I am working on a plan to help with our Health and Safety – will be ready next month July – Postponed hope to have complete by end of summer. **Update – Have started looking at three different options, 1-from IAFF, 1-from Seattle FD, 1-Fire fitness, this will be addressed at next budget meeting.**

## 6) Employee Development

- Image Trend Conference – FF/Medic Barenklau attended this year’s Image Trend Conference. Clarke County is considered one of the front runners for recognizing and implementing reporting changes. – he provided an update of this information that will be reviewed by the Chiefs.

## 7) Community Outreach

- This week Oct 8<sup>th</sup> thru the 15<sup>th</sup> is Fire prevention week. Departments are attending local schools for presentations, John H Enders had an open house on the 8<sup>th</sup> of this month. We set up a table at the government building and handed out hats and fire prevention information to kids and families on Tuesday after the library story time.
- Currently working on establishing a community survey similar to the Sheriff’s Office survey to be posted on facebook and/or county website – **UPDATE – Still working on this will be done through google docs- rough draft done.**

Other remarks