



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

Minutes – Regular Meeting
(added to agenda in orange font)

February 11, 2016 6:30pm
County Government Building – Meeting Room C

Present: Van Armacost, Bryan Conrad, Frank Davis, Matt Hoff, Beth Leffel (Chairman), Tony Roper, Laure Wallace (via telephone)

Meeting was called to order by the Chairman at 6:32pm.

Ms. Wallace had requested participation via electronic means due to a personal matter. In accordance with Virginia Code §2.2-3708.1 and policy established by the Clarke County Board of Supervisors, provisions were made. Motion was made by Mr. Conrad and a second by Mr. Hoff to allow electronic participation of Ms. Wallace, from a remote location. Ms. Wallace confirmed that she was in Patagonia, AZ to provide childcare for her grandchild.

Roll Call Vote:
Mr. Armacost – Aye
Mr. Conrad – Aye
Mr. Davis – Aye
Dr. Leffel – Aye
Mr. Roper – Aye

1. Approval of Agenda
Motion for approval by Mr. Hoff; second by Mr. Conrad. Unanimous vote to approve.
2. Approval of Minutes – January 14, 2016 Regular Meeting
Motion for approval by Mr. Conrad; second by Mr. Hoff. Unanimous vote to approve.
3. Administrative: No items for discussion
4. Report from the Director of Fire and EMS (Frank Davis)
 - a. Report was included in the meeting packet.
 - b. There was a request for clarification on the funds submitted for reimbursement for the Damage Assessment due to the snowstorm. Some of the items included were: sections of roof replacement on two buildings, overtime compensation for staff in the Emergency Operations Center, reimbursement to Volunteer Companies for food provided to personnel who manned stations, snow removal, etc.
5. Report from the Fire and Rescue Association Representatives (Matt Hoff and Van Armacost)
Mr. John Udy has been elected as President. Dr. Leffel will contact him to invite him, at least



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quarterly, the report to the Commission. The first meeting he is requested to attend is March 2016.

6. Committee Reports

- a. Performance Standards (Beth Leffel) – no report
- b. Technology Committee (Tony Roper) – no report; meeting scheduled next week
- c. Budget Committee (Matt Hoff) – the report on the meeting is combined included in the first item of New Business

7. New Business

a. Budget Requests

Mr. Davis prepared a preliminary budget using the new County software, therefore all information had been entered into the system but not yet formally presented to the Board of Supervisors. There was some confusion as to what required approval by the Commission prior to submission to the County. The question was whether the Fire and EMS Department budget in its entirety, or just the expenditures from the Fee-for-Service revenue, was to be discussed and approved by the Commission. The consensus was that since the goal was to establish a County department representative of a combination career/volunteer system, the Commission should approve the budget request for the entire department. Mr. Davis verbally presented all requests as had been prepared in the draft budget. The Commission agreed by consensus to table the approval and further discussion until there had been time to obtain a written budget and discuss all revenues/expenditures in a special meeting (to be scheduled).

- i. The Commission Budget Committee recommended that the following requests be made from Fee-for-Service revenue:
 1. Additional personnel – Fee-for-Service Administrator: this is currently a part-time position. Mr. Davis requests that the position be increased to full-time.
 2. Addition personnel – EMT-P (24hr coverage): reflective of original goal of the Fire and EMS Working Group to improve response time, with fully staffed units, to medical emergencies
 3. Insurance – County-wide policy to insure both career and volunteer staff and resources
 4. Projected revenue for FY17 is \$325,000. The committee recommends that after making above expenditures, the Commission can request that this remaining revenue be placed in a reserve fund to be used when unexpected expenditures arise (e.g., bridge salaries for career staff if grants are not received)
- ii. Mr. Davis had made the following requests from the County General Fund, in the draft budget
 1. Purchase of ImageTrend contract



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2. Postage mainly to support mailing of “comment cards” (\$2,000)
 3. Phone (\$1,000)
 4. Travel/training (\$10,000)
 5. Supplies (\$1,000 for general office supplies and \$9,000 to purchase medical supplies used on emergency medical calls)
 6. Fuel (\$2,000)
- iii. The Commission directed Dr. Leffel to meet with Mr. Judge to obtain the draft budget document. It will be circulated to the Commission for discussion and action at a special meeting to be scheduled as soon as possible.
- b. Annual Plan Development
A handout was provided (**Attachment I**) that summarized the individual Commissioner’s responses for priorities, using the strategic plan tracker. Due to the late hour, there was consensus that the Commissioners review the document and discuss the path forward at the next meeting.
8. Unfinished Business – Strategic Plan – see notes for 7b
- a. Status of “county-wide” insurance policy
 - b. Gain consensus on priorities of focus for 2016
9. Adjourn
Motion to adjourn at 7:32pm by Mr. Conrad; second by Mr. Hoff. Unanimous vote for approval.

The next regular Commission meeting is scheduled for March 10, 2016 at 6:30pm.