



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

MINUTES

(added to agenda in orange font)

March 10, 2016

6:30pm

County Government Building – ~~Meeting Room AB~~ (Building Department Conference Room)

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

Meeting was called to order by the Chairman at 6:30pm.

1. Approval of Agenda
Motion for approval by Mr. Hoff; second by Ms. Wallace. Unanimous vote to approve.
2. Approval of Minutes – February 11, 2016 and February 29, 2016
Motion for approval of February 11th minutes by Mr. Hoff; second by Ms. Wallace. Unanimous vote to approve. Minutes for February 29th were not available and will be reviewed at the March 10, 2016 meeting.
3. Administrative none
4. Unfinished Business
 - Q&A on Strategic Plan “Tracker Votes” – see Meeting Packet. No additional questions.
 - Finalization of 2016 Annual Operating Plan format – consensus to use the format provided by Mr. Stidham; it is in use by the Clarke County Planning Commission.

There was a motion by Ms. Wallace to align the Annual Operating Plan (AOP) with the fiscal year. Second by Mr. Conrad and approved unanimously. Therefore, the FY17 AOP will be drafted accordingly and in alignment with the budget request submitted by the Director.

- Items requested in the Department budget, funded from County general funds
 - Training \$10,000
 - Postage \$ 2,000
 - ImageTrend software \$37,500
 - Uniforms and personal protective equipment \$ 6,500
 - Medical supplies \$10,000
 - Fuel \$ 2,000



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- Items requested in the Department budget, applicable to fee-for-service revenue

Projected FFS <u>Revenue</u> in FY17	\$360,000
Requested <u>Expenditures</u>	
Facility and Apparatus Insurance	60,000
Salaries	290,000
(Full-time Director, Part-time Fire & EMS Billing Coordinator, Part-time EMT for 24hr shift)	
	=====
Balance for reserve fund (estimated)	\$10,000

5. Report from the Director of Fire and EMS (Frank Davis) – see Meeting Packet. In addition, an invitation was extended to the Commission to attend the All Hands Meeting on April 2nd at Enders at 8am.
6. Report from the Fire and Rescue Association (FRA) Representatives (Matt Hoff and Van Armacost)
 - FRA discussed ramifications of Town of Berryville withdrawing financial support of one full-time career paramedic to be stationed at Enders.
 - If this decision is made as a cost-cutting effort by the Town, then the County will have to determine where additional funding can be obtained to maintain the position. One option may be Fee-for-Service revenue.
 - FRA is researching the cost of an intubation mannequin and determining if grant funding may be available to cover the cost
7. Committee Reports
 - Performance Standards (Beth Leffel) – no report
 - Technology Committee (Tony Roper) – see Meeting Packet. In addition, Sheriff Roper reported that the communication consulting group (Omnicom) had been hired. One of their deliverables is a presentation on current status and implementation plan. The Sheriff proposed that it be made to the Commission and that BOS be invited to the meeting. Group consensus and Sheriff Roper will coordinate with Dr. Leffel.
 - Budget Committee (Matt Hoff) – no report
8. New Business
 - There will be a regional training with the City of Winchester on March 12, 2016
 - Action item – Chairman to provide Director the excel version of the Strategic plan tracker so that estimated costs (\pm 20%) can be added to Goal #1 and #2. Director will present at the next meeting.
9. Adjourn

Motion to adjourn at 7:35pm by Sheriff Roper; second by Mr. Hoff. Unanimous vote for approval.

The next regular Commission meeting is scheduled for April 14, 2016 at 6:30pm.