



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

October 13, 2016; 1830 hours

Attending: Van Armacost, Jr
Brian Conrad
Tony Roper
David Weiss (Acting Chair)

Absent: Beth Leffel
Matt Hoff

Guest Attendees: Davis Ash, County Administrator
Tom Judge, County Finance Director

Mr. Weiss call the meeting to order at 18:30. Mr. Ash advised the Commission that Laure Wallace would like to participate in the meeting via telephone as she is in Colorado on vacation. Mr. Conrad made a motion to permit Laure Wallace to participate at the meeting telephonically in accordance with Section 1-12 of the Clarke County, Virginia Board of Supervisors Rules of Procedures. Sheriff Roper seconded the motion. Motion carried with all in favor. (There were phone issues and it was decided to try the telephone number again in a few minutes.)

- 1) Approval of Agenda
 - a) The agenda was approved by consensus.
- 2) Approval of Minutes
 - a) Sheriff Roper made a motion to approve the Minutes of the September 8, 2016 meeting; Mr. Armacost seconded the motion, which was carried with all in favor.
- 3) Administrative
 - a) There was no Administrative discussion
- 4) Unfinished Business
 - a) Status of hiring process
 - i) Mr. Weiss advised the Commission that he, Dr. Leffel, Mr. Armacost, and David Ash are interviewing with six (6) individuals for the Director position on October 14, 2016. There were approximately 10 applicants.
 - ii) Mr. Weiss asked the Commission if the new Director should be able to “run a call”, as that will play into whether or not the candidates have certain qualifications and / or certifications. Sheriff Roper believes the new director should be capable of answering calls if need be. Mr. Conrad advised that former Director Davis was able to support staff by running calls and the new director should also be able to provide support. The Commission decided that, at the very least, the new director should be able to drive an ambulance and have a basic certification.
 - iii) Mr. Weiss asked if the Commission has any other guidance for the interview panel. Mr. Conrad asked that the individual have a commitment to volunteer service and the ability to be assertive when necessary.

- iv) Mr. Weiss explained to the Commission that the Board of Supervisors understood the Commission as a whole wished to be involved in the interview process; however, the BOS felt that would be too many people for an effective committee. Mr. Ash suggested Dr. Leffel, Mr. Armacost and Mr. Ash to represent the Commission.
- b) Ms. Wallace was reached and joined the meeting. Mr. Weiss brought her up to speed on the interview process for the director position.
- c) Define Commission Role in Budget Process
 - i) David Weiss introduced Tom Judge. Sheriff Roper asked to have the role of the Commission, with regards to the County budget process, be explained. Mr. Judge advised that the normal county process has been used in the short time this Commission has been seated. Former Director Davis did not work out a process for how that budget would get to this Commission. There was a question on whether this was the budget for volunteers versus paid staff.
 - ii) Ms. Wallace advised that the first expectation was that the Commission would direct only the fee for service, but the Commission would like an opportunity to address the County budget in order to determine how it will affect the Commission's strategic initiatives. The Commission needs to be able to address how the budget will affect strategic initiatives as well as their deadlines. Ms. Wallace doesn't believe the Commission requires "sign off authority" but would like to be able to address any issues the amount of budget would present.
 - iii) Mr. Conrad feels the issue is that the Commission doesn't know the whole picture, or necessarily understand what the budget looks like so it can't address, communicate, or educate the volunteers. Mr. Weiss agreed, stating that there is much confusion on the fee for service funds versus the county funds versus the volunteer company funds. He believes it is reasonable to have the Commission review the entire budget.
 - iv) Mr. Judge suggested that the Commission follow the Parks Advisory Board budget model. The Park Director receives the proposed budget from David Ash, adjusts and adds to it through the normal process, takes it to the Parks Advisory Board for comment, and then presents it to the BOS. Ms. Wallace believes that is the perfect model.
 - v) Mr. Judge passed out and went over an information report for County funds for the past four (4) years and the FY 16 budget (see attached). All the expenditures will be recurring. Mr. Judge will provide David Ash with a more detailed report by Tuesday October 18th and Mr. Ash will pass those reports on to the Commission. If there are questions, Mr. Judge can be contacted.
 - vi) Some notes on the budget
 - (1) Staff works overtime every week because of the schedule – 48 hours one week and 36 hours the next. Adding part time staff may or may not affect the overtime funds.
 - (2) Purchased service includes the fee paid to the third party administrator that bills the insurance companies. The third party administrator actually sends the County the funds received from the insurance company and then bills the County for their fee (which is not what was expected)
 - (3) Materials / Supplies line item does not include turnout gear.

- vii) Mr. Judge advised that a request for supplement funds for uniforms will be necessary.
 - viii) Mr. Weiss suggested the Commission work on the budget as a unit this year so that everyone can understand the whole picture and then communicate it to others. Tom Judge will distribute budget packages prior to Thanksgiving and they are due back to him in January. Sheriff Roper believes that this may be too tight a time frame as a director has yet to be hired. Ms. Wallace believes there is enough time if the budget information is distributed and if there is an extra meeting in December or January. The Commission determined that this process will be followed this year.
 - ix) Mr. Judge advised that he is available to present budget information if needed. The Commission thanked Mr. Judge for his presentation.
- 5) Report from Director of EMS
 - a) No report given.
 - 6) Report from F/R Association Reps
 - a) Mr. Armacost advised that Chief Deputy Travis Sumption attended the Association meeting and spoke on the radios and the phases. Fire programs money was split minus the amount needed to pay for the testing discussed at an earlier meeting, which is going on this week. The Association is still working on deciding what they believe should be the top three priorities for the Commission to accomplish
 - 7) Public Comment
 - a) None
 - 8) New Business
 - a) Company 8 Radio Equipment Grant - Sheriff Roper advised, for informational purposes only, that Company 8 plans to apply for a radio equipment grant. Mr. Conrad will contact Mr. Jason Burns to find out more about what Company 8 plans if the grant is received and advise Mr. Ash. Mr. Ash will advise the Commission.
 - b) Sheriff Roper asked if the makeup of this Commission had been changed. Mr. Weiss advised that Mr. Matt Hoff and Mr. Jacob White will be recommended to the BOS Personnel Committee. The new contingent should be in place at the November 10 meeting. Dr. Leffel will remain chair. In future, because there are eight (8) members someone will not vote.
 - 9) Adjourn.
 - a) Mr. Conrad made a motion to adjourn the meeting at 7:44pm; Sheriff Roper seconded the motion, which was carried all in favor.
 - 10) Next meeting is November 10, 2016.