



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

MINUTES

(added to Agenda in orange font)

July 14, 2016

6:30pm

Berryville Clarke County Government Center – Meeting Room AB

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

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

1. Approval of Agenda

Mr. Weiss requested addition of an item under new business – Discussion of Commission Membership. Dr. Leffel requested the addition of an item under new business – Community Outreach: Zika Prevention Education. Motion to approve the amended agenda was made by Mr. Conrad, with the second by Mr. Hoff. Unanimous vote to approve the agenda as amended.

2. Convene Closed Session pursuant to §2.2-3711-A1 to discuss specific employees or appointees

Motion was made at 6:33pm by Mr. Conrad to convene Closed Session pursuant to §2.2-3711-A1 to discuss specific employees or appointees, with the second by Mr. Hoff. There was a unanimous vote to approve the motion.

3. Reconvene Open Session

Motion was made at 7:05pm by Ms. Wallace to reconvene open session, with the second by Mr. Hoff. There was a unanimous vote to approve the motion. Certification (unanimous affirmative responses) documented by roll-call vote by Dr. Leffel. There was no action taken from the Closed Session.

4. Approval of Minutes – June 9, 2016

Motion was made by Mr. Conrad to approve the minutes, with the second by Ms. Wallace. There was a unanimous vote for approval.

5. Administrative – none

6. Unfinished Business

- a. Annual Operating Plan – (Beth Leffel; Attachment 1 of Meeting Packet)

As directed in the May meeting, Mr. Davis and Dr. Leffel met prior to the meeting to draft the final prioritized plan for FY17 and it was presented in the meeting packet with all changes highlighted. On



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point 1c, there was consensus by the Commission that plans for continuing the work on a Department website was important and language was edited accordingly. With that change, a motion was made to accept the FY17 Annual Operating Plan, by Mr. Weiss and the second by Mr. Conrad. The vote was unanimous in support of the motion; the final version is in Attachment 1.

b. Update on Standard Operating Guidances (SOG) (Frank Davis; Attachment 2 & 3)

Documents were provided for review and included in Attachments 2 and 3. Comments were positive and no changes were requested to the SOG entitled, "Writing Standard Operating Guidelines". Motion was made by Ms. Wallace and seconded by Mr. Conrad to approve the SOG. The vote was unanimous in support of the motion. In addition, Mr. Davis presented a draft "Table of Contents" as suggestions for SOGs that are needed. The Commission remanded prioritization and draft authorship to Mr. Davis.

7. Report from the Director of Fire and EMS (Frank Davis; Attachment 4)

There was some discussion on response rates and how progress was aligned with the performance standards adopted by the Commission. Mr. Davis stated that while there is still room for improvement, the response rates are now close to meeting the goals for the first year. One suggestion would be creative staffing to fill gaps (e.g., if an additional part-time administrative position is filled, require EMT certification so that if needed that employee could respond to a call).

Mr. Davis also provided an outline of items to be included in a capital plan. It was noted that the ladder truck at Company 1 is in dire need of replacement and immediate attention should be given to this issue as the replacement cost is estimated at \$1.2M. Mr. Weiss asked Mr. Davis to coordinate with Mr. Ash so that this issue is on the agenda for the next Board of Supervisors Finance Committee meeting.

8. Report from the Fire and Rescue Association Representatives (Matt Hoff and Van Armacost)

There had been an inquiry as the status of the county-wide insurance policy. Mr. Davis was unsure how close to an award we were and said he would follow-up on that.

9. Public Comment

Mr. Chester Lauck engaged with the Commission in discussion regarding the job opening for Fire and EMS Director. Some items discussed were: importance of the title of the position, re-evaluation of the job description, working relationships between volunteer companies and County employees, and defined lines of roles and authority.

10. New Business

a. Invitation to speak at Company 8

Chief Burns invited Dr. Leffel, Mr. Weiss and Mr. Davis to attend the next Company 8 Membership meeting to discuss the Commission's expectations of the volunteer companies. Dr. Leffel will be unable to attend and there was consensus for Sheriff Roper to attend in her absence. There was also a consensus



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that Mr. Davis did not need to attend the meeting, as Mr. Weiss and Sheriff Roper should represent the Commission.

Mr. Weiss also reported that the Board of Supervisors had received a letter from the Bank of Clarke County inquiring of the financial standing of Company 8, in support of a loan application. This action is with the County and provided to the Commission as information.

b. Department Communication Plan (Laure Wallace)

Tabled until the July meeting.

c. Commission Membership

Mr. Weiss proposed that the current volunteer company representation on the Commission was not effective. The original intent was for the Fire & Rescue Association (FR&A) to recommend two members to represent the FR&A. As this resulted in a rotation of representation from two companies, there will always be a year in which it is perceived that the third company is not fairly represented. Discussion ensued, resulting in the following motion made by Mr. Conrad: "The Fire & EMS Commission recommends that the membership of the Commission be changed, as follows: eliminate the two positions currently designated as 'Fire & Rescue Association' members; add three new positions to be filled by one member to represent each volunteer company; member from the volunteer companies should be determined by the Company but cannot be the individual currently serving as Chief of the organization." There was a second by Ms. Wallace and unanimous vote to support the motion.

The commissioners wanted this taken to the Board of Supervisors as an immediate action item. Mr. Weiss agreed to have it on the agenda at the July 19, 2016 meeting.

d. Community Outreach – Zika Prevention Education

Dr. Leffel recently attended a meeting with the Secure Commonwealth Panel in which Zika prevention education was outlined as a priority of the state health department. She suggested that this might be a good community outreach program for the Department. There was consensus that she and Mr. Davis work on this, in conjunction with the local health department.

11. Adjourn

Motion to adjourn at 8:09pm by Sheriff Roper; second by Mr. Hoff. Unanimous vote for approval.

The next regular Commission meeting is scheduled for August 11, 2016 at 6:30pm.



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Attachment 1 – **Approved** FY17 Annual Operating Plan



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Attachment 2 – Standard Operating Guidance



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Attachment 3 – Standard Operating Guidances – Contents



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Attachment 2 – Director of Fire and EMS – Report