



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

AGENDA

August 10th, 2017 6:30pm
Clarke County Government Center – Meeting Room AB

Attendees: Van Armacost, Chairman
Jacob White
Diane Harrison
Matt Hoff
Brian Conrad
David Weiss (arrived at 6:50pm)

Absent: Tony Roper

Staff: Brian Lichty
Pam Hess
Travis Sumption

Chairman Armacost called the meeting to order at 6:34 pm.

1. Mr. Hoff made a motion to approve the agenda, with the addition of LE EMS Response to be added to New Business. Mr. Conrad seconded the motion. The motion passed with all in favor.
2. Mr. White made a motion to approve the minutes from the July 13, 2017 meeting as presented. Mr. Hoff seconded the motion. The motion passed with all in favor.
3. Administrative
 - Status of Citizen Commission Member Replacement
 - i. Chairman Armacost welcomed Ms. Harrison.
 - ii. There is still a vacancy on the Commission. The Commission decided to wait to discuss this matter until Mr. Weiss arrived.
4. Committee Reports –
 - Standards – The committee met on Wednesday, August 9, 2017 (see attached evaluation sheet). Chairman Armacost asked Mr. Conrad if he would like a replacement for former committee member Dr. Leffel. Mr. Conrad did not believe it was necessary. The Commission agreed. The Committee is now comprised of Brian Conrad, Matt Hoff, and Brian Lichty.
 - Technology – The committee met last week.



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- i. The Sheriff's Office will be providing Fire Rescue with two MDTs.
 - ii. The generator problem has been fixed; it was a faulty wire in the transfer switch. The generator is on a maintenance schedule.
 - Budget – The committee had a kick-off meeting on August 9, 2017.
 - i. At least one representative from each company attended.
 - ii. First step is to inventory each station and collect information.
 - iii. Focus is on capital needs and how each station spends the money provided by the County so that no hardships are created when it all becomes one budget.
 - iv. Director Lichty has set up a calendar and document access through Google; login to the account and go to doc's to access documents. .
5. Unfinished Business –
 - The Commission determined that Chiefs should review / comment on SOGs prior to Director Lichty presenting them. Future SOGs will be presented to the Chiefs, and then a draft will be presented to the EMS Commission for discussion / review.
 - SOGs presented in Commission meeting packet have not been implemented. Director Lichty gave a brief synopsis of each document.
 - Mr. Weiss entered at 6:50. He advised the Commission members that he is continuing the search for a new member. Commission members should let Mr. Weiss know if they have a recommendation. Mr. Weiss is hoping to fill the position by September.
6. Report from the Fire and Rescue Association – Mr. Hoff discussed the events at the last Association meeting.
7. Report from the Director of Fire and EMS – Director Lichty went over his report (please see attached). The Commission commented as follows:
 - Ms. Harrison was concerned about reporting errors to be recurring. She wondered if it was a training issue. Director Lichty advised that claims are not denied so much as sometimes delayed.
 - Mr. Weiss advised the Commission that the BOS Finance Committee, regarding grants, is trying to figure out a way to track grants to ensure a more efficient acceptance processes. The Finance Committee needs to know more about the financial obligations the County will have if they accept a grant before it is applied for. Mr. Conrad advised the probability of



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percentages changing should be part of the discussion before applying for the grant. Director Lichty advised there is no way to know if the percentage of the County's responsibility will be changed by the grantor.

- **Changes to County Code** – Director Lichty discussed proposed changes to the code. He asked that the Commission look over his report and be prepared to discuss at the next meeting. Mr. Weiss advised the Commission that leaving fire code/maintenance codes out of the County Code was not an oversight by the BOS. Mr. Lichty stated that recent issues have shown the change is needed, and suggested an open ended approach, keeping it simple. Codes should stay away from requiring inspections; instead they should state what can be inspected.
- The Commission doesn't have a set of rules and regulations, which is required. Director Lichty presented a draft. The Commission will table this item for 30 days so Commission members can read the document. This item will be added to the agenda for next month.

8. Public Comment - None

9. New Business

- Chief Deputy Travis Sumption, Clarke County Sheriff's Office, presented a draft process for law enforcement response to EMS calls. Chief Deputy Sumption stated this process is not designed to replace Fire Rescue EMS services. Mr. Conrad made a motion that Director Lichty review the program with the Chiefs and bring their comments / concerns before the Commission for discussion at the next meeting. Mr. Hoff seconded the motion. The motion passed with all in favor. Ms. Harrison questioned if there would be a liability issue for Sheriff's Office. The Chief Deputy did not believe that would be an issue.
- The following items shall be added to the next meeting's agenda
 - i. Law Enforcement Response to EMS Calls
 - ii. Commission Rules and Regulations
 - iii. County Code Changes
- Director Lichty requested next month's meeting be rescheduled to September 21, 2017 at 6:30 pm. All those present agreed.



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- Director Lichy reminded the Commission that Strategic Plan update is due for presentation to the BOS in January. The Commission should try to have it completed by December.
10. Adjourn – Mr. White made a motion to adjourn the meeting. Mr. Conrad seconded the motion. The motion passed with all in favor, and the meeting adjourned at 7:52 pm.

DRAFT