



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

MINUTES

January 11<sup>th</sup> 2018

6:30pm

Clarke County Government Center – Meeting Room AB

Attendees: Van Armacost, Chairman  
Bryan Conrad  
Matt Hoff  
Diane Harrison  
David Weiss  
Jacob White

Absent: Tony Roper  
Andrew Nicholson

Staff: Brian Lichty  
David Ash

Chairman Armacost called the meeting to order at 6:47 pm due to a structure fire dispatch.

1. Mr. Lichty noted a correction needed on the agenda for the date of January 3<sup>rd</sup> 2017 to January 3<sup>rd</sup> 2018. Mr. Conrad made a motion to approve the agenda with the correction. The motion was passed with all in favor.
2. Mr. Hoff made a motion to approve the minutes from the January 3<sup>rd</sup> 2018 (Special Meeting) as presented. Mr. Weiss abstained due to his absence at this meeting. The motion was passed with all others in favor.
3. Committee Reports –
  - Standards  
Presentation – Process Mr. Lichty presented with a power point. (see attached) Mr. Weiss asked for clarification which was made by Mr. Lichty that the individual company's membership response breakdown is only for active members who are entered into



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

ImageTrend as operational personnel. These totals do not include non-operational personnel. Mr. White stated that average responses for the Rescue side is just under the 11 minute standard at 10.99 countywide, so the stations are doing what is asked. Mr. Weiss wanted to stress that all the collection of this data is just for information not to penalize any specific company directly. Mr. Lichty commented that the data being presented needs to also be looked at to see what can be done to continue to make improvements. There was a discussion pertaining to the possibility of splitting career staff to other stations if using duty crews or volunteers to maximize staffing countywide for the best coverage available. Mr. White asked if the labeling of just the company names could be hidden to show the data as the countywide system. Mr. Lichty brought attention to the fact that they still need the breakdowns by station in order to be able to improve and/or figure where the burdens are or may be. Chairman Armacost made the statement that one of the biggest struggles/deficiencies is not having enough or any volunteer medics to be able to assist or respond to calls when the career staff is already on a call. Mr. Lichty confirmed that he just finished this presentation and all will be sent to the Chiefs for discussions/recommendations on what steps to take next. Mr. Weiss commented that it's better to try new things even if they don't work, than to not try them at all.

- Technology – Nothing to report at this time.
- Budget -
  - i. Grants – Mr. Lichty is asking for direction on how to proceed with grant applications. Do we continue to have the individual companies do as they have been or do we apply as a system countywide? Who then would designate how an awarded grant would be liquidated? Could there be a general process put in place maybe for next fiscal year? The grant process is also a part of the budget process so this needs some attention in order to submit the appropriate figures. After some discussion, prioritizing and unified decisions need to be made



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

objectively between the companies and the county in order to continue the focus on the standardized countywide system.

- ii. Incentive Program – Mr. Lichty presented four different basic types of incentive programs for Fire & EMS companies that have worked in other areas. (see attached) The general consensus was made that one or more of the programs presented could work in Clarke County. The details of which option/options to go with would be determined and voted on later, if approved by the Finance Committee and Board of Supervisors, with input from the all the Chiefs as well. The funding request would be made in addition to the increase of stipends request. Mr. Conrad made a motion to request a monetary value totaling \$15,000.00 in the budget submission for this fiscal year 18/19 to establish an incentive program. The motion was passed with all in favor with Mr. Weiss abstaining.

4. Unfinished Business - None
5. Report from the Fire and Rescue Association – Nothing at this time. Meeting is scheduled for January 22<sup>nd</sup> 2018.
6. Report from the Director of Fire and EMS – Mr. Lichty presented his report. (see attached) No questions or comments at this time.
7. Public Comment – Attendees: Chief Jason Burns, Carolyn Trent, Nick Giamanco, Chris Grubbs, and Madison White all from Blue Ridge. Chief Burns stated that he doesn't understand why there needs to be a discussion of how grants should be handled. The stations have always worked well together and in support of the County. This has been discussed previously and the issue with trying to standardize it countywide could potentially risk multiple grants be awarded to individual companies versus only one for the whole county. Carolyn Trent wanted to recognize the two major accomplishments of standardization on the EMS side being the grant awarded for the new laryngoscopes and the new ALS trauma/drug bags. Any medic could jump on any ambulance in the County and they are all same. The next goal is working on the BLS bags.



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

8. New Business

- a. Election of Chair and Co-Chair – Chairman Armacost will be stepping down as Chair at the end of his term in July 2018. Mr. Conrad nominated Mr. Hoff as the new Chairman. Ms. Harrison made a motion to close the nominations. The motion and nomination was passed with all in favor. Chairman Armacost nominated Ms. Harrison for Co-Chair. Mr. Conrad made a motion to close the nomination. The motion and nomination was passed with all in favor.
- b. Blue Ridge VFD-Staffing Request – Chief Jason Burns commented that after last week’s meeting, the response statistics were used against the budget process and held down to performance and it’s a shame that the numbers presented tonight weren’t ready last week because he feels that it would have been painted a different picture and possibly a different outcome. He then read the signed agreement that the County and Blue Ridge have regarding staffing. (see attached) The letter is going to the Board of Supervisors due to section C. Blue Ridge feels that they have done all that they can on a volunteer basis and that the County will now need to provide the career staffing at the station in order to fulfill the requirements of the agreement. Mr. Weiss asked for clarification, is Blue Ridge stating that they will no longer volunteer and be running calls? Chief Burns stated no, they will still do what they can they just can’t abide by the signed agreement as a viable department therefore they are sending in the request. Mr. White asked if the commission should even have any kind of say or recommendation on this request? The request is directly from Blue Ridge to the Board from the system that is already in place. Mr. Weiss stated that the Board of Supervisors meets next week and they will discuss it then with the hopes of coming to some middle ground to solve this issue. Mr. Lichty stated that if anyone has any questions or requests for specific information in order to make any kind of sound recommendation or decision let him know as soon as possible. Ms. Harrison stated that from previous discussions, would the moving of staffing help this situation and/or could it be done fast enough to help? Chief Burns commented that this was looked at before and all three Chiefs agreed that it wouldn’t be realistic expectations to have the



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

volunteers moved to different stations from the community that they are serving.

9. Adjourn – Mr. Hoff made a motion to adjourn. The motion was passed with all in favor at 8:34pm.

Next meeting is on February 8<sup>th</sup> 2018 at 6:30pm in the Clarke County Government Center – Meeting Room AB.

DRAFT