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

# AGENDA

February 11, 2016 6:30pm

County Government Building – Meeting Room C

1. Approval of Agenda
2. Approval of Minutes – January 14, 2016 Regular Meeting
3. Administrative
4. Report from the Director of Fire and EMS (Frank Davis)
5. Report from the Fire and Rescue Association Representatives (Matt Hoff and Van Armacost)
6. Committee Reports
   a. Performance Standards (Beth Leffel)
   b. Technology Committee (Tony Roper)
   c. Budget Committee (Matt Hoff)
7. New Business
   a. Budget Requests
   b. Annual Plan Development
8. Unfinished Business – Strategic Plan
   a. Status of "county-wide" insurance policy
   b. Gain consensus on priorities of focus for 2016
9. Adjourn

# Clarke County Fire & EMS Commission

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## Minutes – Regular Meeting

**(added to agenda in blue, bold font)**

January 14, 2016 6:30pm
County Government Building – Meeting Room AB

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

1. Approval of Agenda
   **Motion for approval by Mr. Hoff; second by Ms. Wallace. Unanimous vote to approve.**

2. Approval of Minutes – January 14, 2016 Regular Meeting
   **In Section 5 bullet 1, the document referenced should have been to the county MOU and not to the insurance policy. Motion for approval with amendment by Ms. Wallace; second by Mr. Hoff. Unanimous vote to approve. (Corrected minutes are provided in Attachment 1 for reference)**

3. Administrative
   **Special thanks to Lora Walburn for assistance in updating the website with 2015 documents and for ongoing support to populate the website with packets for each meeting.**

4. Report from the Director of Fire and EMS (Frank Davis)
   a. **An additional item to the report provided in the packet, was that there has also been a grant submitted for radio equipment.**
   b. **The County has hired a consultant to assist in evaluating grant opportunities and grant writing.**
   c. **The fee-for-service collection rate is maintained near 80% which is what was anticipated; equates to about $32,000/month.**
   d. **Operationally, the Department is improving on call response times and recruitment efforts**

5. Report from the Fire and Rescue Association Representatives (Matt Hoff and Van Armacost)
   **No report; no meeting in December 2015.**

6. Committee Reports
   a. Performance Standards (Beth Leffel)
      i. **The committee drafted a Comment Card to be circulated via mail, quarterly. Letters will be mailed to the addresses from which a 911 call was received. The letters will contain the "card" and a return, postage-paid envelope. Content was approved (motion by Mr. Conrad; second by Mr. Weiss; unanimous vote for approval) with minor changes and the final version is attached as Attachment 2 for reference.**

b. Technology Committee (Tony Roper)
   i. FY15 budget – report on whether money is remaining for purchase of communication equipment update. **Mr. Judge is in the process to determine if there are outstanding invoices or if there were invoices coded to a different account. Depending on the outcome, there may be remaining funds in this account. There were no other questions on the report (Attachment 3)**

c. Budget Committee (Matt Hoff)
   **No report; no meeting in December 2015.**

7. Unfinished Business – Strategic Plan
   a. Status of "county-wide" insurance policy
      **The Request for Proposal document for the county-wide insurance policy has been finalized. It will be posted for bid after the Board of Supervisors have approved the FY17 budget.**
   b. Status of policy for utilizing Channel 3 in the northern part of the county
      **Identifiers cannot be added for Channel 3 without Motorola assistance; Sheriff's Office is checking on the cost. Mr. Davis will be discussing at the Chief's meeting to determine pros/cons of not having the identifiers.**
   c. Review prioritization of each member – **tabled due to the late hour**
   d. Gain consensus on priorities of focus for 2016 – **tabled due to the late hour**

8. New Business – Annual Plan (Laure Wallace) – **tabled due to the late hour**

9. Adjourn
   **Motion to adjourn at 8:25pm by Mr. Weiss; second by Mr. Hoff. Unanimous vote for approval.**

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

DRAFT

# Clarke County Fire & EMS Commission

**101 Chalmers Court, Suite B**
**Berryville, Virginia 22611**
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Minutes – Regular Meeting
December 10, 2015 6:30pm
County Government Building – Meeting Room AB

**Minutes (added to agenda in blue, bold font)**
**Amendment shown in orange font (1/14/16)**

1. Approval of Agenda
   **Motion for approval by Mr. Hoff; second by Ms. Wallace. Unanimous vote to approve.**

2. Approval of Minutes – November 12, 2015 Regular Meeting
   **Motion for approval by Ms. Wallace; second by Mr. Conrad. Unanimous vote to approve.**

3. Administrative
   a. Meeting schedule for the next year is posted on the County website – 6:30pm on the 2nd Thursday of each month; Meeting Room AB is reserved

4. Report from the Director of Fire and EMS (Frank Davis)
   **-- Fire/Rescue Joint Agreement for insurance coverage has been signed by all three volunteer Companies. There was one change, which was a clause that disallowed a Clarke County volunteer member to be employed by Clarke County Fire& EMS.**
   **-- Mr. Davis attended a Tri-State meeting to discuss a rising issue of insurance coverage. Large counties who have career staff that claim disability benefits are checking if those individuals have ever volunteered. If so, the County of employment is trying to force the municipality in which the person volunteered to share the cost of disability benefits. This could significantly impact the volunteer pool for smaller communities and Mr. Davis will continue to work with this group and monitor what we can do on a State and/or National level.**
   **-- Mr. Davis is working on several new Standard Operating Guidelines that will assist in smoother operation at the scene of emergencies. The drafts will be provided in the meeting packet for the January meeting.**
   **-- The trial period for IAMRESPONDING will end on December 31, 2015 and overall it went well. Guidelines will be reviewed and updated to standardize the process and better identify the qualifications of an individual using the technology. This will assist dispatch center with recognizing appropriately qualified staffing.**
   **-- Mr. Davis has spoken to several community groups in reference to fire preventions and being prepared for winter weather.**

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

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**-- After an edit to the ~~insurance policy~~ Memorandum of Understanding (MOU) that disallows people who are career staff for Clarke County to volunteer in Clarke County, it was signed by all Companies and Mr. Davis will take actions with procurement.**
**-- At the last meeting, the Commission decided that the Fire and Rescue Association (FR&A) should report to the commission quarterly. There is a FR&A election in January and after that, Dr. Leffel will request the new President to schedule the reports to the Commission.**

6. Committee Reports
   a. Performance Standards (Beth Leffel) – no report

   b. Technology Committee (Tony Roper) – Attachment 1
      **- There was discussion about how to budget for potential purchases to update communication equipment, hardware and software. Mr. Roper will work with Mr. Judge to determine what is remaining in the FY15 budget for these items and report back to the commission at the next meeting.**
      **- There was discussion regarding procedures/policies for utilizing Channel 3 when units are in the northern part of the County. This may alleviate some problems caused by overburdening Channel 2. Mr. Davis will draft a policy and discuss with the Dept. for compliance.**

   c. Budget Committee (Matt Hoff)
      **There was not a meeting because the committee was waiting for the volunteer companies to sign the insurance agreement which would allow Mr. Davis to obtain a final cost.**

7. Unfinished Business – Strategic Plan
   a. Prioritize yearly goals
      **The "tracker" document was reviewed. The status of each item was recorded (Attachment 2). Each commission member will use the document to identify priorities for each of the next five years.**
   b. Plan how to extrapolate priorities into an Annual Operating Plan
      **The individual member's priorities will be discussed. By consensus, the priorities will be identified for 2016 so that the Annual Operating Plan can be finalized to reflect those priorities.**

8. New Business – **none**

9. Adjourn
   **Meeting was adjourned at 8:20pm.**

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

Directors Report

February 11, 2016

- Staffed Emergency Operation Center during the recent snowstorm. Main purpose was to take some workload off the 911 Dispatcher from the overload of routine calls and complaints, and to better utilize limited resources.
- Submitted Preliminary Damage Assessment report to the State of Virginia for snowstorm cost in the amount of $44,180.91
- Met with the City of Winchester to discuss operational readiness and sharing of resources.
- Continue to work on Officers Development Program for volunteers.
- Presented Apparatus Assignment matrix to Volunteer Association and it was accepted as presented.

Looks like a slow month but the snowstorm dominated a lot of time. I can't express enough of how proud I am of the volunteer stations for stepping up during the storm. Enders and Boyce went above and beyond expectations and performed like true professionals.

# Division of Fire and Rescue Services

## Response Review Report

## January 1, 2016 – January 31, 2016

| Station | AM Count | PM Count | WK Count | Total Count | AM Fail Count | PM Fail Count | WK Fail Count | Total Fail Count | AM Pct. | PM Pct. | WK Pct. | Total Pct. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Enders-Fire | 12 | 8 | 15 | 35 | 0 | 0 | 0 | 0 | 0% | 0% | 0% | 0% |
| Enders-EMS | 50 | 27 | 30 | 107 | 3 | 0 | 0 | 3 | 6% | 0% | 0% | 2.8% |
| Boyce-Fire | 9 | 9 | 6 | 24 | 2 | 3 | 1 | 6 | 22.2% | 33.3% | 16.7% | 25% |
| Boyce-EMS | 17 | 12 | 10 | 39 | 3 | 2 | 1 | 6 | 17.7% | 16.7% | 10% | 15.4% |
| Blue Ridge-Fire | 8 | 5 | 5 | 18 | 2 | 2 | 4 | 8 | 25% | 40% | 80% | 44.4% |
| Blue Ridge-EMS | 11 | 3 | 11 | 25 | 3 | 2 | 3 | 8 | 27.3% | 66.7% | 27.3% | 32% |

# Division of Fire and Rescue Services

## Response Review Report

## Year to Date 2015-2016

| EMS - Month | Total Count | Total Fail Count | Total Pct. |
|---|---|---|---|
| May 2015 | 185 | 31 | 16.8% |
| June 2015 | 197 | 24 | 12.2% |
| July 2015 | 210 | 21 | 10% |
| August 2015 | 170 | 16 | 9.4% |
| September 2015 | 165 | 12 | 7.3% |
| October 2015 | 163 | 12 | 7.4% |
| November 2015 | 152 | 22 | 14.5% |
| December 2015 | 173 | 14 | 8.1% |
| January 2016 | 171 | 17 | 10% |

| Fire - Month | Total Count | Total Fail Count | Total Pct. |
|---|---|---|---|
| May 2015 | 56 | 7 | 12.5% |
| June 2015 | 60 | 7 | 11.7% |
| July 2015 | 61 | 12 | 19.7% |
| August 2015 | 59 | 6 | 10.2% |
| September 2015 | 53 | 3 | 5.7% |
| October 2015 | 43 | 3 | 7% |
| November 2015 | 63 | 8 | 12.7% |
| December 2015 | 44 | 7 | 15.9% |
| January 2016 | 77 | 14 | 18.2% |