



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

AGENDA

July 14, 2016

6:30pm

Berryville Clarke County Government Center – Meeting Room AB

1. Approval of Agenda
2. Convene Closed Session pursuant to §2.2-3711-A1 to discuss specific employees or appointees
3. Reconvene Open Session
4. Approval of Minutes – June 9, 2016
5. Administrative
6. Unfinished Business
 - a. Annual Operating Plan – (Beth Leffel; Attachment 1)
 - b. Update on Standard Operating Guidances (Frank Davis; Attachment 2 & 3)
7. Report from the Director of Fire and EMS (Frank Davis; Attachment 4)
8. Report from the Fire and Rescue Association Representatives (Matt Hoff and Van Armacost)
9. Public Comment
10. New Business
 - a. Invitation to speak at Company 8
 - b. Department Communication Plan (Laure Wallace)
11. Adjourn



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Attachment 1 – Proposed Prioritization for FY17 Annual Operating Plan



2016-2017 (FY17) PROJECT PRIORITIES – Fire & EMS COMMISSION
(adopted **DATE**)

1. Progress the strategic vision and leadership of the Department by:
 - a. Fund and support the position of Director of Clarke County Fire and EMS
 - b. Fund and support the position of Fire & EMS Billing Coordinator
 - c. ~~Provide effective and regular communications throughout the organization by expand the Department website and maintaining it routinely to ensure information is timely and accurate~~
 - d. Continue year-end evaluation of performance metrics and strategic priorities and amend the Strategic Plan, as needed
2. Improve Fire and Operations across the Department by unifying the system and ensuring that sufficient staff is available to meet the needs of the community:
 - a. Write Standard Operating Guidances to standardize practices within the Department. Develop a method for training on the SOGs so that all career staff and volunteers are working within the same parameters.
 - b. Purchase, if economically advantageous, a county-wide Facility and Apparatus Insurance Policy which includes equivalent coverage for all volunteer companies and County investments
 - c. Standardize duty crew policy and disseminate within the Department. Publish the policy on the Department website and train as necessary
 - d. Provide standardized uniforms and safety equipment (e.g., turnout gear) for personnel
 - e. Implement IAMRESPONDING technology and utilize with 100% of volunteers by June 30, 2017
 - f. Develop a Standard Operating Guidance to ensure consistent response of fully staffed apparatus to fire and EMS calls. Develop methodology to track performance.
 - g. Develop a Paramedic-in-the-Community program for evaluation and approval by the Office of the Medical Director by having at least two volunteer paramedics participating by June 30, 2017



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3. Increase Recruitment and Retention

- a. Review ~~update, and begin~~ annual reporting on recruitment ~~options and opportunities, incentive plans,~~ and actions
- ~~b. Standardize, centralize, publish and announce the application process for volunteers~~

4. Ensure Effective Resource Management

- a. Develop a capital improvement plan ~~that includes projected requirements for equipment and apparatus replacement~~
- b. Develop a life-cycle replacement plan for personal protective equipment

6. Improve Employee Development

- ~~a.~~ Develop, schedule, and announce quarterly joint trainings across the Department
- ~~a.b.~~ Establish a database to capture training level of staff and volunteers to facilitate planning for coordinated training activities

7. Improve Community Outreach and Partnerships

- a. Develop a comprehensive community outreach plan
- b. Evaluate and report on current partnership and outline the opportunities to grow or increase partnerships.