



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

AGENDA

August 11, 2016 6:30pm

Berryville Clarke County Government Center – Meeting Room AB

1. Approval of Agenda
2. Approval of Minutes – July 14, 2016 (Attachment 1)
3. Administrative
4. Unfinished Business
 - a. Department Communication Plan (Laure Wallace)
 - b. Report on the visit to the Company 8 Monthly Meeting (Aug., 3rd)
 - c. Commission membership composition – outcome of Board of Supervisor's meeting
5. Report from the Director of Fire and EMS (Frank Davis; Attachment 2)
6. Report from the Fire and Rescue Association Representatives (Matt Hoff and Van Armacost)
7. Public Comment
8. New Business
 - a. Status of hiring process for the new Director
 - b. County insurance plan – status update and Q&A for Mr. Chris Shipe
 - c. Preparation for Annual Evaluation
9. Adjourn



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Attachment 1 – July 14, 2016 Draft Minutes



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DRAFT 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. Administrative – none

15. 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.

16. 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.

17. 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.

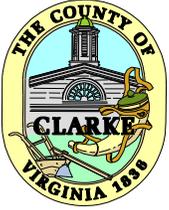
18. Public Comment

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.

19. 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.

20. 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 2 – Director’s Report



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Director's Report – August 3, 2016

- Conducted interviews and hires 6 new part-time employees
- Began writing exit report which will be complete by the end of August
- Met with Fair Committee to discuss Fire/EMS requirements for Fair Week
- Closing out as many projects as possible to ensure smooth transition for new Director.
- Responded on 6 emergency responses in the month of July

Response Review Report: July 1 – 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	17	7	8	32	2	0	1	3	11.8%	0%	12.5%	9.4%
Enders-EMS	55	44	44	143	4	4	2	10	7.3%	9.1%	4.6%	7%
Boyce-Fire	9	4	1	14	3	2	1	6	33.3%	50%	100%	42.9%
Boyce-EMS	23	17	17	57	4	7	3	14	17.4%	41.2%	17.7%	24.6%
Blue Ridge-Fire	7	3	4	14	1	1	1	3	14.3%	33.3%	25%	21.4%
Blue Ridge-EMS	15	14	10	39	3	2	5	10	20%	14.3%	50%	25.6%



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Response Review Report: Year-to-Date (2016-2017)

<i>EMS - Month</i>	<i>Total Count</i>	<i>Total Fail Count</i>	<i>Total Pct.</i>
June 2016	239	34	14.2%
July 2016			
August 2016			
September 2016			
October 2016			
November 2016			
December 2016			
January 2017			
February 2017			
March 2017			
April 2017			
May 2017			
June 2017			

<i>Fire - Month</i>	<i>Total Count</i>	<i>Total Fail Count</i>	<i>Total Pct.</i>
June 2016	60	12	20%
July 2016			
August 2016			
September 2016			
October 2016			
November 2016			
December 2016			
January 2017			
February 2017			
March 2017			
April 2017			
May 2017			
June 2017			

Yearly Response Report: 2016

<i>Station</i>	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>
Enders-Fire	35	33	33	29	22	31	32
Enders-EMS	107	112	112	118	115	103	143
Boyce-Fire	24	17	16	22	20	20	14
Boyce-EMS	39	49	41	50	45	53	57
Blue Ridge-Fire	18	17	18	15	10	19	14
Blue Ridge-EMS	25	27	23	26	22	31	39

<i>Calls Inside Berryville</i>	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>
Enders	68	62	73	71	59	51	84
Boyce	3	6	2	3	1	1	4
Blue Ridge	2	2	0	2	1	2	3