



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

AGENDA

September 8, 2016

6:30pm

Clarke County Government Center – Meeting Room AB

1. Approval of Agenda
2. Approval of Minutes – August 11, 2016 (Attachment 1)
3. Administrative
4. Unfinished Business
  - a. Status of hiring process for Director of the department (David Ash)
  - b. Update on status of evaluating the Strategic Plan for FY16 (Beth Leffel)
  - c. Update on Standard Operating Guidances (Frank Davis)
  - d. Update on budget planning process (Beth Leffel)
5. Report from the Director of Fire and EMS (Frank Davis)
6. Report from the Fire and Rescue Association Representatives (Matt Hoff and Van Armacost)
7. Public Comment
8. New Business
  - a. Mandatory staffing of career positions (Frank Davis)
9. Adjourn

Next meeting is on October 13, 2016 at 6:30pm in the Clarke County Government Center – Meeting Room AB.



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Attachment 1 – DRAFT – August 11, 2016 Minutes



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MEETING MINUTES

August 11, 2016 6:30pm  
Berryville Clarke County Government Center – Meeting Room AB

Attending: Beth Leffel, Chair  
Brian Conrad  
Frank Davis  
Matt Hoff  
Anthony Roper  
Laure Wallace

Absent: Van Armacost  
David Weiss

The meeting was called to order by the Chair at 6:31pm.

1. Ms. Wallace made a motion to accept the agenda; Mr. Hoff seconded the motion. The motion passed with all in favor.
2. Sheriff Roper made a motion to accept the July 14, 2016 minutes; Mr. Hoff seconded the motion. The motion passed with all in favor.
3. Dr. Leffel introduced Janine Rose, Clarke County Sheriff's Office. Mrs. Rose will be taking and preparing the Commissions minutes.
4. Unfinished Business
  - a. Department Communication Plan – Ms. Wallace recommended saving this discussion until the end of the meeting; dependent upon time remaining. If necessary, this item could be tabled for the September 2016 meeting.
  - b. Sheriff Roper and David Weiss met with Company 8. The meeting was to answer questions on the role of the Commission and address concerns regarding rumors and innuendo. The goal for both the Commission and Company 8 is neighbors helping neighbors. The Sheriff felt that it was a positive meeting. Chief Jason Burns, Company 8, agreed with the Sheriff's report.
  - c. Commission Membership Composition – The Board of Supervisors did agree to changing the composition, per the Commission's recommendation, regarding having one member nominated from each volunteer company and having no specific representation from the Fire and Rescue Association. Sheriff Roper voiced concerns with the term limits, feeling that there would be no continuity with such short terms (e.g., one or two years). Dr. Leffel advised that the terms were to be staggered at the beginning with the intent of everyone serving 3yr terms. Mr. Conrad and Mr. Hoff stated term limits should be left to the companies. Ms. Wallace stated that all three slots were for three (3) year terms. The



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start dates were to be staggered so that the Commission wouldn't have three new people at the same time. Ms. Wallace suggested initial 4 / 5 year terms with three year thereafter.

**Action Item: Dr. Leffel will research the intent of term limits and this item will be addressed at the next meeting.**

5. Director Davis Fire and EMS Report

- a. Six (6) new part-time employees will start in September. They must keep their hours under thirty per pay period.
- b. Director Davis's exit report has been started and should be completed for presentation at the September meeting. His last day is August 31, 2016.
- c. Director Davis met with County Fair officials. Those officials requested additional presences during the day. Career employees will handle this.
- d. Director Davis handed out 2017 State Funding numbers (see attachment), with the suggestion that the Fire Programs be divided among the Companies to pay for pump, hose, and ladder testing. The Chiefs had not received this information at the Fire and Rescue Assoc. (FR&A) meeting where the concept had already been introduced; Director Davis had just gotten the numbers on Aug. 11th. A discussion was held with the following comments being made:
  - Mr. Hoff advised although the proposal was discussed at the FR&A meeting, no numbers had been available. He suggested bringing the numbers back to the next FR&A meeting for the Chiefs to discuss.
  - Dr. Leffel asked if the Commission is the decision maker. Mr. Hoff advised that the Companies had signed an agreement to report to one director as part of the "new" County Department and the commission agreed by consensus that that implied we were the decision making body for this matter.
  - Mr. Conrad advised that it would be beneficial to have all testing done by the same company using the same standards.
  - Mr. Hoff advised that, from a County liability standpoint, the testing would a good idea.
  - Ms. Wallace was concerned that there is a lack of communication with this item. There have been no comments received regarding this item from the Companies and they have received no final plan.
  - Dr. Leffel asked if time is a factor. Director Davis said that there was not.
  - Mr. Conrad made a motion for Fire Programs funding to be allocate to the three (3) companies for funding for pump, hose, and ladder testing as proposed in the Director Davis' handout. Sheriff Roper seconded. The motion carried; with Mr. Hoff, Sheriff Roper, and Mr. Conrad in favor and Dr. Leffel and Ms. Wallace opposed. Director Davis was instructed to move forward with the plan and distribute the FR&A funding with the suggested amounts earmarked for the testing plan as presented (Attachment 1).
- e. EMS Response reports were discussed. "Failed" counts jumped again, possibly due to vacations. The new part-time employees starting in September will not improve the



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“Fail” numbers as the positions are intended to fill existing gaps, not provide additional support.

6. Fire and Rescue Association Report – Matt Hoff
  - a. The Association has taken steps to amend their by-laws to reflect the change the Board of Supervisors made regarding the number of representatives on the Commission.
  - b. The lack of response for insurance bids was disappointing. Health insurance is not part of bid because it involves different vendors. A separate RFP for health insurance is being prepared. Director Davis will communicate this information to the Companies. Once the Companies give their okay, this should be a go. The funding will be coming from the Fee for Service revenue. The President for each Company will sign the policies.
7. Public Comment
  - a. Chief Jason Burns, Company 8, stated he is in favor of the pump, hose, and ladder testing. He is glad to hear that the funds will to the FR&A as he did not want to see a delay in the receipt of the funds. He believes this will be money well spent.
8. New Business
  - a. Status for hiring Director – David Weiss requested the Commission discuss what the role of the Commission should be in this process. The following comments were made:
    - Mr. Conrad advised the last time the Board appointed a committee that included two (2) supervisors, Ms. Wallace and himself; the Commission had not been formed at that time. Mr. Conrad suggests that it makes sense for the Commission to do the interviewing; however, it is up to the Supervisors to choose.
    - Dr. Leffel asked if the Commission felt that the interviews should be held with the entire Commission or with a subcommittee, in addition to County representatives. The consensus was that the entire Commission should be involved in the interview process.
    - Ms. Wallace asked about who would decide on the individuals that should be interviewed. The options would be: Commissioners reviewing all applications and agreeing on a pool of candidates to be interviewed, or have staff do that initial screening. Mr. Hoff advised he believes the Commission should choose from a narrowed pool of applicants instead of reviewing and screening all applications submitted.
    - Mr. Conrad suggested that a County employee cut applications to top six and the Commission then recommends top two to the Board.
    - Dr. Leffel suggested there be a matrix of qualifications, the top number of applicants are chosen based on that matrix and then those applicants be discussed.
    - Ms. Wallace asked if there is a clear set of qualifications so that only those applicants who are qualified would be looked at. There was no knowledge, by the members present, of this. There was general consensus that the Commission should advise on the qualifications for selection.



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- Dr. Leffel asked if the job description should be reviewed and edited. There was general consensus that the Commission should concur with the language in the job description.
  - Ms. Wallace asked about the hiring timeframe. No one present was aware of a timeline, except that Director Davis's last day is August 31<sup>st</sup>.
  - Mr. Conrad made a motion to have the entire Commission be included in the interview process. Dr. Leffel seconded the motion. The motion passed with only Mr. Hoff opposed and Mr. Conrad, Dr. Leffel, Ms. Wallace, and Sheriff Roper in favor. If a Commissioner is unable to attend, the interviews will move ahead as scheduled by staff.
- b. County Insurance Plan has already been discussed.
- c. (Communication Plan) Ms. Wallace and Director Davis went through the Strategic Plan and made comments as to what had been accomplished or progress that had been made. It was decided that Dr. Leffel would send this document via email to each Commission member, one at a time. Each member will make comments, suggestions, additions, etc. and return the document to Dr. Leffel, who will send it on to the next member. The Commission will continue to work on this living document, but approval for changes will be held until after the new Director is hired.

A discussion was held regarding the need for a website and / or intranet for the Commission. **Action Item: Ms. Wallace will contact Brandon Stidham and the new Economic Developer to see if they would be able to set this up.**

- d. Sheriff Roper suggested that a process be put in place for budget submission preparation. The Commission discussed different scenarios. **Action Item: Dr. Leffel will meet with Mr. Weiss and request instructions. She will also speak with Finance Director Tom Judge to see if he could lay out a time line for the Commission.**

It was determined that the Director will present a draft budget to the Commission. The Commission will modify or approve the draft, which will be given to the County Administrator for incorporation into the larger budget for which he is responsible.

- e. Director Davis was asked to address performance standards in his exit report.

The Sheriff made a motion to adjourn the meeting. Mr. Hoff seconded. The motion was passed with all in favor.

The next meeting is Thursday, September 8, 2016 at 1830 in the Government Center meeting rooms A and B.



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Hose and Pump Testing Plan (Presented at the meeting)

2017 State Funding

Four-For Life Funding - \$17,102,80 Each Department receives \$5,700.93

Fire Programs - \$29,349.00

|           | <u>Enders</u> | <u>Boyce</u> | <u>Blue Ridge</u> |
|-----------|---------------|--------------|-------------------|
|           | \$9,783.00    | \$9,783.00   | \$9,783.00        |
| Pump Test | \$0           | \$1,060.00   | \$ 530.00         |
| Hose Test | \$1,817.00    | \$1,564.00   | \$1,242.00        |
| Ladders   | \$1,130.00    | \$ 320.00    | \$ 160.00         |
|           | \$6,836.00    | \$6,839.00   | \$7,851.00        |

NOTE: Did not include pump tester for Enders since it was just completed 2 months ago.

Did not include testing of one pump and 3 ladders for Blue Ridge with the arrival of their new engine.