



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

AGENDA

June 8th, 2017

6:30pm

Clarke County Government Center – Meeting Room AB

1. Approval of Agenda
2. Approval of Minutes – May 11th, 2017
3. Administrative
 - Status of Citizen replacement - Supervisor Weiss
 - Update on AD&D policy info – County Administrator Ash/Director Lichty
 - i. Recommendations from Fire-Rescue Association, Chiefs Group
 - ii. Recommendation of Fire & EMS Commission
4. Committee Reports –
 - Standards
 - Technology
 - Budget
5. Unfinished Business
6. Report from the Fire and Rescue Association
7. Report from the Director of Fire and EMS
8. Public Comment
9. New Business
10. Adjourn

Next meeting is on July 13th, 2017 at 6:30pm in the Clarke County Government Center – Meeting Room AB



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Meeting Minutes

May 11th, 2017

6:30pm

Clarke County Government Center – Meeting Room AB

Attendees: Van Armacost (Chairman)
Bryan Conrad
Matthew Hoff
Beth Leffel
Anthony Roper
Jacob White

Absent: David Weiss

The meeting was called to order by Chairman Armacost at 6:32 pm.

1. Approval of Agenda – Mr. Hoff made a motion to approve the agenda and Mr. Conrad seconded the motion. The motion passed with all in favor.
2. Approval of Minutes for March 9, 2017 – Dr. Leffel made a motion to approve the agenda and Mr. Hoff seconded the motion. The motion passed with all in favor.
3. Administrative
 - a. Status of Citizen position replacement (Supervisor Weiss)
No update due to absence of Supervisor Weiss
 - b. Town budget work session held Mar. 20th (Supervisor Weiss/Director Lichty)
The Town of Berryville voted to decrease the contribution from \$50,000 to \$33,000. The County will contribute the difference so that Enders is not impacted this year.
 - c. Update on AD&D (Accidental Death and Dismemberment) policy (County Administrator Ash/Director Lichty)
Ms. Stephanie Heintzleman, Director of Member Services, VACORP was present to provide some background and answer questions from the Commissioners.
Points are summarized:
 - The Line of Duty Act of 2012 shifted the responsibility of the insurance from the states to the localities. The average claim in Virginia is \$350,000 which could cause a significant burden if the localities aren't protected by insurance.



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- Worker's compensation is an underlying policy that provides lifetime medical for an injury sustained while on duty, to volunteers. An overlay of AD&D would cover other types of injuries that do not fall with worker's compensation claims (e.g., injury while working at a fundraiser event).
- VACOPR provides a service called "Nurse On Call" that assists in triages situations and advising on how to start and pursue processing of claims.
- Volunteer companies already pay some percentage to the premiums, based on the number of personnel on the rosters. None of the current insurance has workers' compensation for volunteers and each Company has different AD&D coverage. This proposed new policy with VACORP would provide all Companies the same benefits, improved benefits and consolidate for a county-wide system.

4. Committee Reports

- a. Standards – Mr. Conrad deferred discussion to Director Lichty's report as it encompasses the outcome of the committee meeting held on May 10th.
- b. Technology – the committee did not meet in the last month. There is a meeting scheduled for June 2nd.

5. Unfinished Business

The issue of the Clarke County contribution to the Regional OMD (Dr. Jack Potter) salary is still unresolved. The county payment of \$25,000 was not approved in the County budget. Page County has also declined to pay a similar fee. The issue is now in the hands of the Lord Fairfax Region to resolve.

6. Report from Fire and Rescue Association

Mr. Hoff reported that items of discussion from the last meeting are covered in Director Lichty's report. Two items to highlight were that of how requests are made for additional equipment (Dr. Lichty is working on this issue) and the resolution of "complaints" that that tones are used prior to making general announcements (this practice has been discontinued).

7. Report from the Director of Fire and EMS

Director Lichty presented the report included in the Meeting Packet. Questions from the Commissioners summarized:



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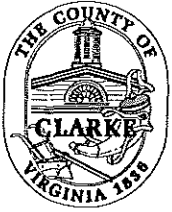
- Regarding the “Standards Subcommittee Response Evaluation” and the line item that defined the “percentages of Responses for month”: Dr. Leffel inquired as to meaning. This percentage reflective of the failures for the month. Dr. Leffel suggested that the data be labeled as such because otherwise it is not understood. There was discussion of general agreement in terminology with the need to also define how the calculation was obtained. This was deferred as an action item to the Standards Committee. Mr. Hoff ensured the Commission that the committee was working diligently prior to each meeting to ensure that “failures” were defined fairly and consensus was reached on the data that Director Lichty presented in his reports.
- Regarding the requests from Co. 1 for the County to consider purchasing a ladder truck replacement, Director Lichty presented the approach he was taking to the review process. First he is evaluating the need for a ladder truck in Clarke County and preparing a risk/benefit analysis. The second stage will be to determine the timing of the purchase. And the third component is demonstrating “show of need” For example, can this be resolved by special funding, grants, staff reassignment, etc. Director Lichty will report updates to the Commission so that a recommendation can be made to the Board of Supervisors.
- Co. 8 has planned a controlled house burn on May 21st and invited all Commissioners and Supervisors.

8. Public Comment – None

9. New Business

- a. During the Director’s report, plans regarding Health and Safety (#5 of the report) there was conversation of an option to identify a university/college that might have an internship program to assist with developing a Wellness and Fitness Program. Dr. Leffel volunteered to investigate programs in the area so that the Commission could evaluate if this was an option that staff could manage and support.
- b. Chairman Armacost reminded the commissioners that there has been agreement for form a Budget Committee in June. Members should be thinking how the committee should function and who should be assigned.

10. Dr. Leffel made a motion to adjourn the meeting and Sheriff Roper seconded it. Motion passed unanimously at 7:40 pm.



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County of Clarke, Virginia
Department of Fire, EMS and Emergency Management
Director Brian Lichty

DIRECTORS REPORT

Month-May 2017 (updated 5/22/17)

Standard Reports

-Response Report – Attached Sub-Committee has met and calls broken down into 11min-No Response (True Failures), Overburdens and Delayed Response - This information includes May (Attached).

-Billing Report – May collections \$36,264.20

Updates-

-Career staff –

- PPE for career employees update – Order is complete except for Bunker coats due to name correction.
- Top 3 categories for Errors – This replaces the top 3 reason non-billable which remains the same.
 - Signature
 - Narrative
 - Treatments
- Current SOGs approved by the Chiefs;
 - Mayday 400.04
 - Complaint procedures 300.06
 - Membership Types 300.03
 - PPE 100.10
- We are examining the FLSA and shift schedule information for career staff to make possible future changes to safe county funding.

-Emergency Management

- I have started a review of the county EOP, this continues
- LEMPG funding items are now complete and submitted-waiting on reimbursements.
- VCU has an internship program for students enrolled in their Emergency Management Programs – We have put in for one Intern (non-paid)

- Met with residents at the Mary Hardesty House on May 30th and reviewed their Emergency Plan and some fire safety items. Chief White also presented information on safety.

-Budget

- We have completed our 4 for life and Fire Programs paperwork for money given this year.
- There is a Fire an Explorers Program that Frederick, Winchester and Clarke all are a part of running from July 24th to 28th. The number of students has increased to 6 girls and 6 boys from the 6th and 7th grade. Frederick County is the host company and is asking for assistance from us. We have committed to have a CPR instructor for July 26th for this program. I have a more extensive explanation packet if you would like to see.
- The dry-hydrant grant for a Long Branch has been approved by VOF, they are a little back logged in some construction but will keep everyone informed. Thank you to Chief Coffelt for submitting this grant.
- I have completed a Homeland Security Grant for vehicle repeaters to be placed in 6 vehicles (2 per station) as part of the Phase 4 radio project. This grant was extended to end of June. Funding is available up to 100%. Total amount requested is \$240,000. I anticipate hearing something back by October or so.
- I have submitted a FEMA fire prevention and safety grant that will cover the cost of an engraving machine for pat tags, some pat tag replacements, helmet shields for everyone. The total cost of this project is \$18,000.

-Strategic Goals

1) Strategic Vision and Effective Leadership

- County website upgrades are continuing. There are new items that will be appearing under the billing page
- I have concluded my recommendation for the replacement of Truck 1 and will meet with Enders in the coming weeks and bring the results back to the Commission next month.
- The BOS did a proclamation, dedicating the week of May 21st to May 27th as EMS week. Winchester Medical Center gave some EMS gifts (salad holders) during this week.

2) Fire and EMS Operations

- Working on updating the Mutual Aid agreement with Jefferson County WV (last updated in '97) – Update – On-going, this will take some time.
- Work on updating the laptops/tablets for new computers continues. I have a meeting with a vendor from Toughbook on Wednesday May 31st postponed until June 22nd. After this meeting I will look at all the information and look to move forward with a final decision on these replacements.
- A Training committee meeting was held on April 27th Enders. I forgot to set up a meeting for May however the training meeting for June is set for June 15th, location TBD.
- There was an acquired structural burn this past Sunday May 21st. Supervisor Catlett, a reporter and photographer from the Winchester Star were present during a portion of the training. The training included fire attack with the foam, fire behavior and some thermal imaging just to name a few. Crews from Loudon, Clarke and Mount Weather all attended the event. I want to thank Chief Burns for setting this training up.
- The draft letter to Chief Thomas has been completed and reviewed by the ALS coordinator. I had a meeting with Chief Thomas on Wednesday June 7th and he has agreed to allow Capt. McAllister to stay on as ALS coordinator with the new position of Jurisdictional coordinator taking over most of the roles. The goal to implement this change is July 1.
- Chiefs have started to receive a report that identifies incomplete/not done Fire reports for the month, starting at the end of this month this report will also include EMS reports.
- I have made the decision to discontinue the use of ES number with the exception of ES 201 – County Administrator and ES 200 - Director
- I am currently working with our insurance company to set up some training for Clarke County Fire-Rescue personnel through their training system. More on this as it is developed. At the Chiefs meeting I requested upto 2 “Training Officers” per station to be set up in the system.
- I will be developing and giving an Incident Command review class; will be set up in the coming weeks. The plan is to do a minimum of 1 in each of the stations.
- There is a class for the train-the-trainer for the new protocols – this will be done at the Frederick County Office Building - Postponed, no date to reschedule yet. The following are people who have signed up to take the train-the-trainer
 - AC Orondorf
 - FF/Medic Wilson
 - FF/Medic E. Grubbs
 - Anyone else? Please have name to me by the end of the week.

3) Recruitment and Retention

- Like to set a recruitment booth at the County fair this summer. Will be discussing this with the chiefs next month on having membership groups from each station work on doing this together.
- Working with IT in setting up a Volunteer interest connect on the website that would be forwarded to each Chief when someone submits for information.

4) Resource Management

- Working on establishing a responsibilities list to go out to everyone in Fire and Rescue and posted on website. This should help with some confusion on who is on what boards, committees, ect
- President Shipe of Enders sat down with a few people to go over the nuts and bolts of the WC and AD&D insurance policy – helped with understanding; thank you President Shipe
- Summary packet of insurance information have been handed out to each department (auto policy)

5) Health and Safety

- After a careful review of the WC and AD&D policy I am working on a plan to help with our Health and Safety – will be ready next month July
- The Chiefs Group and the Fire-Rescue Association have recommended the moving forward of the current WC and AD&D policy with option 2 of the VFIS portion (see attached letter).

6) Employee Development

- Image Trend Conference – FF/Medic Barenklau will be attending this year's Image Trend Conference. System working well with minimal problems.

7) Community Outreach

- Met with personnel to set up a local explorers program, they would meet a couple of times a month. They are going to be sending me information on the outline of the program.

- We conducted another smoke detector in the community program this past weekend on Saturday May 20th from 9-1pm. The program went well with an estimated 15+ installs and over 130 homes gone to. The next one will take place in or around Boyce TBD.
- Currently working on establishing a community survey similar to the Sheriff's Office survey to be posted on facebook and/or county website –
UPDATE – Still working on this will be done through google docs

DRAFT

STANDARDS SUBCOMMITTEE RESPONSE EVALUATION

Month: May 2017

Total responses in question for month-	35
11 Minute-No response(True Fail)-	28
Delayed Response-	2
Overburden-	4
Removed-	1

Percent of total in question- 80.0%
 Percent of total ALL CALLS- 10.8%

DEFINITIONS

- 11 Minute-No response** -Prime requested unit did not respond within 11 minutes
- Overburden** -Multiple units for single incident from same Company requested; not all requested units responded

Total Responses for Month (all Companies)-	260
Total responses in question for month-	35
Percentage of Responses for Month-	13.5%

Blue Ridge Vol. Rescue	
Total Responses-	24
11 Minute-No Response-	6
Percentage of total responses-	25.0%
Overburden-	1

Blue Ridge Vol. Fire	
Total Responses-	12
11 Minute-No Response-	3
Percentage of total responses-	25.0%
Overburden-	0

Boyce Vol. Rescue	
Total Responses-	50
11 Minute-No Response-	10
Percentage of total responses-	20.0%
Overburden-	1

Boyce Vol. Fire	
Total Responses-	21
11 Minute-No Response-	1
Percentage of total responses-	4.8%
Overburden-	0

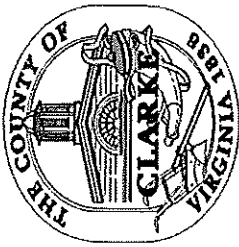
Enders Vol. Rescue	
Total Responses-	129
11 Minute-No Response-	7
Percentage of total responses-	5.4%
Overburden-	1

Enders Vol. Fire	
Total Responses-	24
11 Minute-No Response-	1
Percentage of total responses-	4.2%
Overburden-	1

OB	Overburden	4
TU	True Failure	28
DR	Delayed Resp.	2
RE	Removed	1
TOTAL		35

Other remarks

DRAFT



Division of Fire and Rescue Services
Response Review Report – All Stations-Fire/EMS
Year to Date 2016-2017

EMS - Month	Total Count	Total 11-min Fail Count	Total Pct.
October 2016	210	28	13.3%
November 2016	166	19	11.4%
December 2016	231	28	12.1%
January 2017	193	21	10.8%
February 2017	181	19	10.4%
March 2017	191	20	10.4%
April 2017	192	17	8.8%
May 2017	203	23	11.3%
June 2017			
July 2017			
August 2017			
September 2017			

Fire - Month	Total Count	Total 11-min Fail Count	Total Pct.
October 2016	36	2	5.5%
November 2016	57	10	17.5%
December 2016	89	13	14.6%
January 2017	44	5	11.3%
February 2017	70	6	8.5%
March 2017	87	3	3.4%
April 2017	66	4	6.0%
May 2017	57	5	8.7%
June 2017			
July 2017			
August 2017			
September 2017			

11-min Fail – No unit from that station responded within 11 minutes

11-min Fail Goal – To have a fail percentage less than 10%



Division of Fire and Rescue Services

EMS Billing Report – All Stations

Year to Date 2016-2017

Month	Total Reports EMS	Billable Reports	Total Pct. Billable	Total Billed Month (Allowed)	Total Revenue Month (Net)	Revenue Percentage
October 2016	210	89	42.3%	\$46,558.64	\$35,412.90	76%
November 2016	166	101	60.8%	\$41,787.4	\$33,501.41	80.1%
December 2016	231	113	48.9%	\$40,965.56	\$31,401.28	76.6%
January 2017	131	106	80.9%	\$41,062.94	\$31,724.33	77.3%
February 2017	122	104	85.2%	\$39,977.39	\$28,420.62	71.1%
March 2017	128	114	89.0%	\$45,605.96	\$31,531.63	69.2%
April 2017	123	88	71.5%	\$32,543.89	\$25,246.04	77.5%
May 2017	137	86	62.8%	\$46,858.97	\$36,264.20	79.0%
June 2017						
July 2017						
August 2017						
September 2017						

Response Calls EMS – Number of calls that generated an EMS report-non duplicate

Revenue Percentage – Total Month Billed (Allowed)/Total Revenue Month (Net)

Total Reports EMS – Updated to match Response Review Report