

Clarke County Fire & EMS Commission

101 Chalmers Court, Suite B

Berryville, Virginia 22611

(540) 955-5132

AGENDA

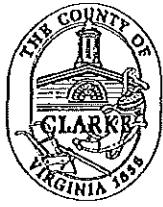
July 13th, 2017

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
4. Committee Reports –
 - Standards
 - Technology
 - Budget – Establishing subcommittee for FY 19 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 August 10th, 2017 at 6:30pm in the Clarke County Government Center – Meeting Room AB



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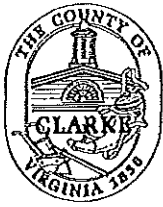
Meeting Minutes

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 triage 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

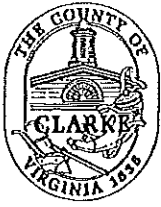
The issue of the Clarke County contribution to the Regional OMD (Dr. Jack Potter) salary is still unresolved. The county payment of \$25,000 was not approved in the County budget. Page County has also declined to pay a similar fee. The issue is now in the hands of the Lord Fairfax Region to resolve.

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 Lichy presented in his reports.
- Regarding the requests from Co. 1 for the County to consider purchasing a ladder truck replacement, Director Lichy 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 Lichy 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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The next meeting is on July 13, 2017 at 6:30pm in the Clarke County Government Center – Meeting Room AB.

DRAFT



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

DIRECTORS REPORT

Month-July 2017 (updated 7/10/2017)

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), June to be handed out at meeting – Subcommittee meeting on Tuesday 7/11/17.

-Billing Report – May collections \$36,264.20, June collections \$32,876.48

Updates-

-Career staff –

- PPE for career employees update –Complete
- Top 3 categories for Errors – This replaces the top 3 reason non-billable which remains the same.
 - Signature
 - Narrative
 - Treatments
- Current SOGs being worked on;
 - Radio Procedures
 - Educational Leave
 - Sick Leave
 - Part-Time employees
 - Holdover/Recall
- We are examining the FLSA and shift schedule information for career staff to make possible future changes to save county funding – Looking at making this move in October

-Emergency Management

- I have started a review of the county EOP, this continues, basic plan draft is with VDEM – Now complete
- 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)
- Meet 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.
- Currently review the Grafton School emergency plan, this plan does not only cover the facility in Clarke but also others.

-Budget

- 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.
- Should be hearing back about the RSAF grant in July – Update – Awarded, will be going to finance committee next month for matching funds.
- 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. – Made it past regional review-recommended – Should here a final on this by November.
- The first rounds of the SAFER grant awards should be coming out this month – will keep everyone informed.

-Strategic Goals

1) Strategic Vision and Effective Leadership

- County website upgrades are continuing. New items have been placed under the billing page, new Clarke County Fire-Rescue Patch also added
- 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 first batch of the New Patch are now in, each company will be given 50 to start and more as needed.

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 had a meeting with a vendor from Panasonic on June 22nd. The estimated cost of each computer is \$3849.00 each. I am working on developing a plan for replacement.
- A Training committee meeting was held on June 15th – A training survey was put out and closes on 7/14/17
- All items have been complete for the Jurisdictional Coordinator. This position official start was July 1, 2017.
- 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 up to 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. – Update – Send to Chiefs for a day
- There is a class for the train-the-trainer for the new protocols – this will be done at the Frederick County Office Building – Now scheduled for June 12th, we have 5 providers that will be attending.
- Image Trend updates effective 7/17/17 now have a coding area for providers – I have voiced my concerns with the state on this issue and will update as I have further information.

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.
- Clarke County Schools is working with the Lord Fairfax EMS Council in setting up a high school EMT program, more information to follow.

4) Resource Management

- The WC and AD&D insurance passed at BOS meeting, will be working with the county to get this policy set up.
- Summary packet of insurance information have been handed out to each department (auto policy)
- There was an accident at Co. 1 with significant damage to the building we are currently working with insurance company to get this repaired.
- This is now our second insurance claim, and I will be working with other departments in the County to establish a procedure and rules for this. – Update – this procedure is worked out and will be put in writing; follows county purchasing requirements.
- We have the following coming close to the end of their terms on the Commission
 - Matt Hoff exp 8/31/17
 - Jacob White exp 8/31/17
 - Van Armacost, Jr exp 8/31/17

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 – Postponed hope to have complete by end of summer.

6) Employee Development

- Image Trend Conference – FF/Medic Barenklau will be attending this year's Image Trend Conference. System working well with minimal problems.
- We will be having a staff meeting on July 17th
- The Billing Coordinator will be changing to a Billing Coordinator/Administrative assistant – full –time starting August 1, 2017. Mrs. Radford has accepted the position.

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 the weekend of 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

DAT

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

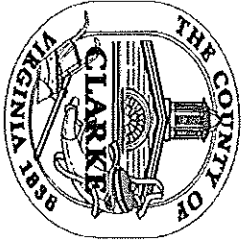
Enders Vol. Rescue	
Total Responses-	129
11 Minute-No Response-	7
Percentage of total responses-	5.4%
Overburden-	1

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

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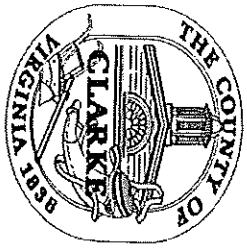
Division of Fire and Rescue Services
EMS Billing Report – All Stations
Year to Date 2016-2017

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	77.4%
June 2017	172	91	52.9%	\$42,644.93	\$32,876.48	77.1%
July 2017						
August 2017						
September 2017						

Total Reports EMS – Number of calls that generated an EMS report-non duplicate

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

Billable Reports – How many reports were billable in the month



**Division of Fire and Rescue Services
Response Review Report
Year to Date 2016-2017**

EMS - Month	Total Count	Total Fail Count	Total Pct.
July 2016	239	34	14.2%
August 2016	165	15	9.1%
September 2016	173	24	13.9%
October 2016	203	28	13.8%
November 2016	166	19	11.5%
December 2016	231	28	12.1%
January 2017	193	21	10.9%
February 2017	181	19	10.5%
March 2017	191	23	12%
April 2017	192	19	10%
May 2017	203	28	13.8%
June 2017	267	42	15.7%

Fire - Month	Total Count	Total Fail Count	Total Pct.
July 2016	60	12	20%
August 2016	49	8	16.3%
September 2016	40	4	10%
October 2016	33	2	6.1%
November 2016	57	10	17.5%
December 2016	89	13	14.6%
January 2017	44	5	11.4%
February 2017	70	6	8.6%
March 2017	87	6	6.9%
April 2017	66	11	16.7%
May 2017	57	7	12.3%
June 2017	87	12	13.8%