



# Clarke County Fire & EMS Commission

Berryville-Clarke County Government Center, 2nd Floor  
101 Chalmers Court, Berryville, Virginia 22611  
Main Meeting Room

**Thursday, April 13 2023 6:30 pm**

Item

1. Call to Order
2. Approval of Agenda
3. Public Comment
4. Approval of Minutes
  - January 09, 2023
5. Director Update
  - Budget
  - Advisory Group
  - EOP
6. New Business
7. Summary of Required Actions
8. Adjournment



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## MINUTES

Monday, January 9<sup>th</sup>, 2023 6:30pm

Attendees: Diane Harrison  
David Weiss  
Tony Roper  
Van Armacost  
Randy Buckley  
Bryan Conrad  
Randy Loker

Absent:

Staff: Wayne Whetsell  
Melanie Radford  
Chris Boies  
Pam Hess

1. Director Whetsell called the meeting to order at 6:30pm.
2. Mr. Buckley made a motion to approve the agenda. The motion was passed with all in favor.
3. Selection of Chair and Vice Chair - Nominations for Chair - Ms. Harrison nominated Mr. Armacost. No others were nominated. Mr. Conrad called for the close of nominations. All voted in favor of Mr. Armacost as the new Chair. Nominations for Vice Chair - Ms. Harrison nominated Mr. Conrad. No others were nominated. Mr. Buckley called for the close of nominations. All voted in favor of Mr. Conrad as the new Vice Chair. Director Whetsell turned the meeting over to Chairman Armacost at this time.
4. Public Comment - None
5. Mr. Roper made a motion to approve the November 10<sup>th</sup>, 2022 minutes. The motion was passed with all in favor; excluding Mr. Buckley whom abstained.
6. Budget - Discussion/recommendations - Ms. Harrison commented that the subcommittee was impressed with the job that Director Whetsell did with the budget. Director Whetsell and the group reviewed the entire breakdown of the budget, understanding this is still a draft while awaiting exact amounts for some of the categories. Clarification and/or explanations were provided and discussed as needed. Mr. Buckley made a motion to recommend the proposed budget as listed. The motion passed with all in favor.

The attached minutes are DRAFT minutes. While every effort has been made to ensure the accuracy of the information, statements and decisions recorded in them, their status will remain that of a draft until such time as they are confirmed as a correct record at the subsequent meeting.

7. Director Update - Fire-Rescue Advisory Group - Director Whetsell informed everyone that the advisory group, which is a mixture of volunteer members and career staff, have been working very well together, policies are being approved, any company issues are being addressed as a whole, the revised EOP is being put on the BOS agenda for the March work session, a regional grant is being submitted for new SCBA's, and at the next meeting on January 23<sup>rd</sup>, there will be a selection of a chair, co-chair, and secretary. The AFG radio grant was not awarded and they are looking into any specific reasons why for future reference. It appears that all of the state of Virginia did not fare well. Mr. Weiss stated that the BOS and finance committee were notified of this and have made available the \$50,000.00 that was set aside for the matching part of the grant funding to be utilized now for the radio project.
8. New Business
  - Discussion of 2023 Meeting Schedule - Mr. Conrad made a motion to meet quarterly for calendar year 2023. The group conversed on a transitional period timeline citing the quarterly meetings to be held on the second Thursday of April, July, and October 2023. An invitation may be extended to the Fire-Rescue Advisory Group to attend the July meeting. At the end of said meeting, the commission could possibly make a motion and vote to cease any further scheduled dates. Nothing additional discussed and the motion was passed with all in favor.
9. Summary of Required Actions
  - Budget recommendations to be entered into Munis
  - Ms. Radford to email the group dates of the remaining 2023 quarterly meetings
10. Ms. Harrison made a motion to adjourn at 7:22pm. The motion was passed with all in favor.

All meeting documents will be distributed at meeting. Next meeting will be held on Tuesday, April 13<sup>th</sup>, 2023.

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Minutes Transcribed by Melanie Radford

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