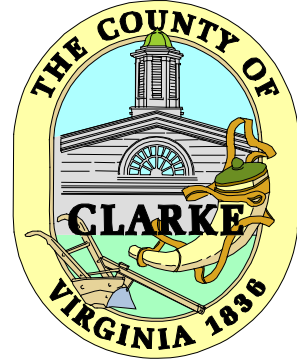


Board of Supervisors Committee Meeting Packet



Monday, June 11, 2018

Work Session

10:00 am

Personnel Committee

**Immediately Follows
Work Session**

Finance Committee

Cancelled



Board of Supervisors Work Session Agenda
Berryville/Clarke County Government Center, 2nd Floor
101 Chalmers Court, Berryville, Virginia 22611

June 11, 2018 10:00 AM

Item

No. Description

- A. Economic Development Director Request for Proposals Update By David Ash
- B. EMS Staffing Discussion
- C. Department of Agriculture and Consumer Services Running Bamboo Model Ordinance Discussion and Review
- D. Approval of Location of "Welcome to Clarke County" Signs in Public Right-of-Way



County of Clarke
David Ash, County Administrator

All,

Attached is a draft for the scope of work to be included in the procurement solicitation for the economic development director.

Please review this draft and let me know if I have drawn the expectations tightly enough. I have a concern that item one will consume a substantial amount of the contractor's time leaving little for the other three activities.

In addition, I am not certain that I have adequately constrained the activities that caused concern on the part of some board members. However, a procurement is not really the place to list those activities.

I have included an extra item under each activity to encourage your letting me know which tasks I have forgotten. I will compile any comments received and return a revised document for your approval before sending it to purchasing for release.

Thank you all,

David Ash

The Director of Economic Development is charged with the following tasks and responsibilities:

1. Plan, direct, supervise, and coordinate the day-to-day activities of the Clarke County Industrial Development Authority; the Economic Development Advisory Committee; and, the Joint Committee for Economic Development. The Director shall also coordinate with and provide advice and information to support independent business development organizations such as the Chamber of Commerce, Farm Bureau, tourism advocacy organizations and other agri-business advocacy groups.
2. Tasks in support of existing businesses shall include:
 - a. Act as the point of contact for local businesses seeking information on taxes, permits, licenses and possible incentives available to assist in business enhancement and expansion.
 - b. Be knowledgeable about Federal, State and local incentives that support the enhancement and expansion of existing businesses in Clarke County.
 - c.

3. Tasks in support of attracting and developing new business shall include:
 - a. Make geographic and demographic information about the County readily available on web sites and other media to insure that the County is easily identified and researched by potential businesses.
 - b. Maintain and make available information provided by private owners about available business locations and sites that are listed as available for sale or lease along with other information about construction, access, location, or zoning that would make the property attractive to specific businesses.
 - c. Be knowledgeable about Federal, State, and Local incentives that potential businesses might be able to qualify for if locating in Clarke County.
 - d. Work with the Industrial Development Authority and the Economic Development Advisory Committee to identify areas and properties for which local action can be taken to enhance development and expansion.
 - e. Maintain a list of business types, sizes, identified by the Board of Supervisors as desirable and potentially eligible for additional inducement or support.
 - f.

4. Tasks in support of maintaining Clarke County's presence and availability with Federal, State, and Regional economic development and job creation agencies and organizations
 - a. Attend selected conference and trade shows to introduce Clarke County to potential businesses
 - b. Be active in local trade and tourism development organizations such as Chamber of Commerce, Artisan Trail etc.
 - c. Maintain contact and knowledge of Federal, State and Regional business development programs and initiatives that would support wanted business development in Clarke County
 - d.



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



MEMORANDUM

To: David Ash, County Administrator

From: Brian Lichty, Director Fire, EMS and Emergency Management

Cc:

Date: June 1, 2018

RE: Blue Ridge Staffing Request – Fire-EMS Commission Recommendation

In the May 2018 Fire-EMS Commission meeting the members voted to recommend \$5,497.50, for one 12-hour per day part-time employee to assist with the Blue Ridge Volunteer Fire Department staffing request. This amount is an estimate only and could fluctuate depending on personnel working. Additionally, the effectiveness of this position would be evaluated monthly by the Commission.

If the Board of Supervisors approves this recommendation it is my intent to evaluate the effectiveness of this position in the following ways;

- Each day the employee working would complete an evaluation form. This form would consist of the following;
 - Date
 - Staffing Time (start and stop times)
 - Volunteers in the station staffing
 - Volunteers not in the station but assisting with calls
- As part of the current daily call review, the following would be evaluated;
 - Did this help the system (quicker response, higher level of care, closer location to call, etc.)?
 - Did any calls occur within the first due area during this time?
 - Was there staffing in other stations?
 - Was this employee on scene alone for an extended period of time?
- A cost evaluation of the number of calls and cost of employee;
 - Dividing the number of calls by the employee cost per day (ex. 5 calls/ \$250.00 cost of employee for day = \$50.00 per call cost.
 - This time would be compared to the current cost of employee per call at the Enders VFD

Office: 540-955-5113

101 Chalmers Ct., Suite B
Berryville, VA 22611

Fax: 540-955-5180

In order to effectively manage this position the following steps would need to be followed by Blue Ridge;

- Submit staffing request (which days of the week and times) a minimum of 2 weeks prior to the first date requested. If no staffing is requested no employee will be scheduled. If no time is given the default time will be from 0600 – 1800.
- Clear any non-drivers as quickly and effectively as possible to insure the most effective staffing.
- By the end of each month a written response from the Chief on the effectiveness of this position. This should be reviewed by the membership prior to completion.
- Create a response outline to set expectations of the position. This would include the following;
 - What vehicle and equipment checks should be done each day
 - What house duties should be completed daily (trash taken out daily, sweep floors, etc.)
 - If the employee is alone and it is a medical call, they would respond in the EMS chase vehicle. If vehicle is OOS the employee would respond in an ambulance.
 - If the employee is working with a volunteer (either in station or committed to responding to calls) and a medical call, they would respond in an Ambulance.
 - If a fire call and they are alone, they would respond in the Tanker.
 - If a fire call and volunteers are staffing (either in the station or committed to responding) the employee would respond in the unit outlined by the Chief.

As expressed at the Fire-EMS Commission, this single employee staffing is to provide immediate assistance and in no way is a commitment to long term staffing decisions.



RECEIVED
MAY 25 2018
Clarke County

COMMONWEALTH of VIRGINIA

Department of Agriculture and Consumer Services

PO Box 1163, Richmond, Virginia 23218

Phone: 804-786-3501 • Fax: 804-371-2945 • Hearing Impaired: 800-828-1120
www.vdacs.virginia.gov

May 21, 2018

Dear County Administrator,

Chapter 213 of the 2017 Acts of Assembly required the Virginia Department of Agriculture and Consumer Services (VDACS) and the Virginia Department of Conservation and Recreation to develop a running bamboo model ordinance. The purpose of this letter is to notify you that the model ordinance is now available on the VDACS website at <http://www.vdacs.virginia.gov/plant-industry-services-noxious-weeds.shtml>. The model ordinance establishes restrictions and associated penalties on landowners in order to prevent running bamboo from spreading to adjoining property.

If you have any questions, please contact me at (804) 786-3515 or email debra.martin@vdacs.virginia.gov.

Sincerely,

Debra Martin

Program Manager, Office of Plant Industry Services

Cc: Charles Green, VDACS Acting Commissioner
Clyde Christman, Director, Department of Conservation and Recreation

Running Bamboo Model Ordinance

Purpose: The purpose of this Chapter is to preserve and protect private and public property, indigenous plant materials, and property values from the damaging spread of running bamboo grasses.

Intent: It is the finding of <insert locality name> that the planting or the growing of running bamboo within <insert locality name> has been and will continue to be destructive to the natural environment and destructive to structures and walkways on properties adjoining and neighboring those properties where running bamboo has been planted or permitted to grow; and because of these effects, the planting or growing of running bamboo threatens the value and physical integrity of both public and private property in <insert locality name>. Therefore, in order to protect and preserve said environment and property values, it is the intent of <insert locality name> to regulate the planting or growing of running bamboo within <insert locality name>.

Section XX Definitions.

As used in this Chapter, the following terms shall have the following meanings:

RUNNING BAMBOO means any tropical or semi-tropical grass with a monopodial (leptomorph) rhizome (root) system characterized by aggressive spreading behavior, typically producing rhizomes far away from the plant. Running bamboo includes, but is not limited to, the plant genera Phyllostachys. In the event running bamboo is found to have encroached, spread, invaded, or intruded upon any other property or public right of way, said species shall be presumed to be classified as "running bamboo." This presumption shall be rebuttable. As used in this chapter, running bamboo shall not include clumping bamboo.

CLUMPING BAMBOO means any tropical or semi-tropical grass with a sympodial (pachymorph) root system that typically produces rhizomes near the base of the plant.

Section XX Duty to contain running bamboo; exception.

A. Except as provided in subsection C of this section, a landowner on whose property running bamboo grows shall not allow the running bamboo to spread from his property to any adjoining property not owned by the landowner or within ten feet of a public right of way or a public roadway.

B. A landowner on whose property running bamboo grows shall install or implement an appropriate containment measure effective at preventing such running bamboo from spreading from his property onto an adjoining property not owned by the landowner or within ten feet of a public right of way or public roadway.

C. A landowner on whose property running bamboo has spread from an adjoining property shall not be required to install or implement a containment measure to prevent the spread of this running bamboo if he:

1. Did not plant the running bamboo or cause the running bamboo to be planted or grown on his property;
2. Has provided satisfactory proof to <insert locality name> that, within a reasonable period of time after (i) discovering the spread of running bamboo onto his property from an adjoining property or (ii) purchasing property on which running bamboo had spread from an adjoining property, he advised the owner of the adjoining property of his objection to the spread of the running bamboo; and
3. Has initiated steps for the removal of the running bamboo from his property, including remedies at law.

Section XX Containment measures.

A. An appropriate containment measure is any measure that prevents running bamboo from spreading to adjoining property or within ten feet of public right of way or public roadway.

B. A barrier used as a containment measure shall be:

1. Impenetrable to running bamboo; and
2. Installed at a sufficient depth within the property where the running bamboo is planted or growing to prevent the growth of the running bamboo on or the encroachment of the running bamboo upon adjoining property or within ten feet of a public right of way or public roadway.

C. A trench used as a containment measure shall be a sufficient depth within the property where the running bamboo is planted or growing to prevent the growth of the running bamboo on or the encroachment of the running bamboo upon adjoining property or within ten feet of a public right of way or public roadway.

Section XX Penalties.

A. A landowner in violation of this chapter shall be subject to a civil penalty not to exceed \$50 for the first violation or violations arising from the same set of operative facts.

B. The civil penalty for subsequent violations not arising from the same set of operative facts within 12 months of the first violation shall not exceed \$200.

C. Each business day during which the same violation is found to have existed shall constitute a separate offense. In no event shall a series of specified violations arising from the same set of operative facts result in civil penalties that exceed a total of \$3,000 in a 12-month period.

Section XX Regulations.

The <insert name of locality/regulatory authority> may prescribe such rules and regulations as necessary to give effect to this Chapter.

Clarke County

dash@clarkecounty.gov

Fwd: Clarke County Signs

From : Joe Braithwaite <jbraithwaite@clarkecounty.gov> Fri, Jun 01, 2018 09:11 AM
Subject : Fwd: Clarke County Signs
To : dash <dash@clarkecounty.gov>

Dave hit one more roadblock for the welcome to CC signs. Might need your help.
See Below

From: "deana johnson" <deana.johnson@vdot.virginia.gov>
To: "Joe Braithwaite" <jbraithwaite@clarkecounty.gov>
Sent: Friday, June 1, 2018 7:43:31 AM
Subject: Re: Clarke County Signs

Joey,

Here is the regulations dealing with the "Welcome" signs. The portion in red will have to be provided before I can complete the process.

24VAC30-151-570. Miscellaneous signs.

B. The district administrator's designee may authorize the placement of the following miscellaneous signs within right-of-way under the auspices of a single use permit:

1. Locality identification or "welcome to" signs. Requests for locality identification or "welcome to" signs to be located within nonlimited access right-of-way. These signs shall not be placed on limited access right-of-way. Locality identification or welcome to" signs that interfere with roadway safety, traffic capacity, or maintenance shall not be permitted. **A permit application requesting placement of a locality identification or "welcome to" sign within the right-of-way must be accompanied by a formal resolution from the local governing body or a letter from the chief executive officer of the local government.** Such signs shall meet all VDOT breakaway requirements (see Road Design Manual, 24VAC30-151-760) or be erected outside of the clear zone. No advertising shall be placed on these signs. The local governing body shall be responsible for maintenance of the locality's identification or "welcome to" signs in perpetuity.



Personnel Committee Items

Berryville/Clarke County Government Center, 2nd Floor 101 Chalmers Court,
Berryville, Virginia 22611

Monday, June 11, 2018, Immediately Following Work Session

*Item
No.*

Description

- A. Expiration of Term for appointments expiring through August 2018.
- B. Personnel Policy Review
 - Proposed July 1 Revisions
 - Public Safety Employees
- C. Lord Fairfax Emergency Medical Services Council – Discussion Bylaws Revision Removing Veto Power or Right of Appointment / Representation from Locality
- D. Direction for FY2019 Pay Adjustments

Appointments by Expiration Through August 2018

			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
<i>November 2017</i>					
Shenandoah Valley Workforce Development Board			4 Yr		
James	Patricia	Buckmarsh District	5/16/2017	11/9/2017	9/17/2013
Left area 11-09-2017 expires 6-30-2021					
Beginning July 1, 2011, the term of appointment for SVWIB members shall be 4 years, with terms ending on June 30 of the year the term ends. Members may be eligible to serve two full consecutive terms.					
<i>May 2018</i>					
Clarke County Historic Preservation Commission			4 Yr		
Stieg, Jr.	Robert	Millword District	6/17/2014	5/31/2018	1/23/2014
Fill unexpired term of Thomas Gilpin					
Section 3-E-3-d Zoning Ord "shall consist of at least 5 members not to exceed 7 members; Members shall be residents of Clarke County with a demonstrated interest in and knowledge of the historic character of Clarke County. Reasonable effort to appoint at least 2 members with professional training or equivalent experience in 1 or more of the following: architecture, architectural history, historic preservation, archeology, land use planning, or related fields. Reasonable effort to appoint at least 1 member that is a professional architect or architectural historian. At least 1 member shall be appointed from the Planning Commission upon recommendation to the Board by the Planning Commission. After the establishment of an Historic District, at least 1 member shall be a resident of a local Historic District."					
<i>June 2018</i>					
Lord Fairfax Emergency Medical Services Council			3 Yr		
Burns	Jason	Career Representative; Buckmarsh District	4/21/2015	6/30/2018	5/19/2009
3 Clarke County Members; 3-year term; 3 consecutive terms limit; Each locality will be represented with at least 1 volunteer and 1 career EMS provider. The following classes and categories of individuals, organizations, and professions will be eligible as members of the Board: Consumers; Governmental Representatives; Hospital Administration; Physicians; Nurses; Rescue Squads and Fire Companies					
<i>July 2018</i>					
Board of Social Services			4 Yr		
Gray	Lynn	Berryville District	6/17/2014	7/15/2018	4/16/2014
Appointed by BOS; 2 Term Limit - eligible for reappointment 2 years after expiration of second term; Oath of Office Required - Clerk of Circuit Court; BOS appoints 3 qualified citizens of the county, 1 of whom may be a member of the BOS ; § 15.2-412.					
Melusen	Alan	Russell District	9/19/2017	7/15/2018	12/17/2002
Served two-term limit - eligible for reappointment 2 years after 12/15/2010; Pierce replaced 2010; Appointed 09-2017					
Appointed by BOS; 2 Term Limit - eligible for reappointment 2 years after expiration of second term; Oath of Office Required - Clerk of Circuit Court; BOS appoints 3 qualified citizens of the county, 1 of whom may be a member of the BOS ; § 15.2-412.					
Parks & Recreation Advisory Board					
Wisecarver	Steve	Appointed by Town of Boyce	1/2/2018	7/31/2018	12/31/2001
Reappointed by Boyce Town Council 01-02-2018 for a term to end upon his move to Berryville					
(9) voting members on the Advisory Board. Six (6) members shall be appointed by the BOS to represent the 5 voting districts and 1 at large. The Superintendent of Schools or their designee shall serve on the Advisory Board. The Town Councils for Berryville, Boyce shall each appoint a representative to serve on the Advisory Board. The BOS shall also designate 1 member of the BOS to serve as a non-voting liaison to the Advisory Board. The Advisory Board will accept applications from high-school aged Clarke County residents and each year appoint two (2) to serve as non-voting members.					
<i>August 2018</i>					

Fire & EMS Commission

Armcast, Jr. Van John H. Enders VFRC Rep 8/15/2017 8/30/2018 11/17/2015

The Commission shall consist of eight (8) members including:
-1 member of the Board of Supervisors; The Clarke County Sheri; 1 representative from each of the volunteer fire and EMS companies; 3 citizens-at-large representing consumers of fire and EMS services. The 3 volunteer fire and EMS company representatives shall serve one-year terms and shall be appointed by the Board of Supervisors with recommendation to be provided by the volunteer companies. The 3 citizens-at-large shall be appointed for 4 year terms. The Sheriff shall serve a term coterminous with the term of office.
The Board of Supervisors shall appoint a representative annually at or shortly after its annual organizational meeting to serve a one-year term

Hoff Matt Boyce VFRC Rep 8/15/2017 8/31/2018 8/19/2014

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The Board of Supervisors shall appoint a representative annually at or shortly after its annual organizational meeting to serve a one-year term

White Jacob Blue Ridge VFRC Rep 8/15/2017 8/31/2018 8/19/2014

The Commission shall consist of eight (8) members including:
-1 member of the Board of Supervisors; The Clarke County Sheri; 1 representative from each of the volunteer fire and EMS companies; 3 citizens-at-large representing consumers of fire and EMS services. The 3 volunteer fire and EMS company representatives shall serve one-year terms and shall be appointed by the Board of Supervisors with recommendation to be provided by the volunteer companies. The 3 citizens-at-large shall be appointed for 4 year terms. The Sheriff shall serve a term coterminous with the term of office.
The Board of Supervisors shall appoint a representative annually at or shortly after its annual organizational meeting to serve a one-year term

Committees/Boards Appointed By Board of Supervisors

<i>Committee/Board</i>			<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
<i>Agricultural & Forestal District Advisory Committee</i>					
Buckley	Samuel		Landowner/Producer	8/18/2015	7/15/2021
Childs	Corey		Landowner	8/18/2015	7/15/2021
Day	Emily		Landowner/Producer	8/18/2015	7/15/2021
Dorsey	Tupper		Landowner/Producer	8/18/2015	7/15/2021
Gordon	Carolyn		Landowner	8/18/2015	7/15/2021
Haynes	Carole		Landowner	9/15/2015	7/15/2021
McKay	Beverly B.		BoS - Appointed Member	8/18/2015	7/15/2021
Peake	Donna		Commissioner of the Revenue	8/18/2015	7/15/2021
<i>Barns of Rose Hill Board of Directors</i>					
Cammack	Thomas			1/19/2016	12/31/2018
<i>BCCGC Joint Building Committee</i>					
Ash	David L.		County Administrator		
Dalton	Keith		Berryville Town Manager		
Kitselman	Allen		Berryville Town Council Representativ		
McKay	Beverly B.		BoS - Appointed Member	1/16/2018	12/31/2018
<i>Berryville Area Development Authority</i>					
McFillen	Thomas		Berryville District	3/20/2018	3/31/2022
Ohrstrom, II	George		Russell District	3/15/2016	3/31/2019
Smart	Kathy		White Post District	2/21/2017	3/31/2020
<i>Berryville/Clarke County Joint Committee for Economic Development and</i>					
Arnold, Jr.	Harry Lee		BTC - Appointed Member		
Ash	David L.		County Administrator	1/16/2018	12/31/2018
Capelli	Len		Director of Economic Development	4/14/2015	
Dunkle	Christy		Staff Representative - Town		
Weiss	David S.		BoS - Appointed Member	1/16/2018	12/31/2018
<i>Board of Septic & Well Appeals</i>					
Blatz	Joseph		White Post District; Citizen Member	1/19/2016	2/15/2020
Buckley	Randy		White Post District; Planning Commis	1/3/2018	12/31/2018
Daniel	Mary L.C.		BoS - Alternate	1/16/2018	12/31/2018
Fincham	Ryan		Staff Representative		

Tuesday, June 5, 2018

Page 1 of 8

<i>Committee/Board</i>		<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
McKay	Beverly B.	BoS - Vice Chair Appointed Member	1/16/2018	12/31/2018
Ohrstrom, II	George	Russell District; Planning Commission	1/3/2018	12/31/2018
<i>Board of Social Services</i>				
Byrd	Barbara J.	BoS - Appointed Member	1/16/2018	12/31/2018
Dodson	Gerald	Berryville District	10/18/2016	7/15/2020
Gray	Lynn	Berryville District	6/17/2014	7/15/2018
Melusen	Alan	Russell District	9/19/2017	7/15/2018
Smith	James	Berryville District	8/15/2017	7/15/2021
<i>Board of Supervisors</i>				
Byrd	Barbara J.	Russell District	1/9/2017	12/31/2019
Catlett	Terri T.	Millwood/Pinegrove Districts	1/1/2016	12/31/2019
Daniel	Mary L.C.	Berryville District	1/1/2016	12/31/2019
McKay	Beverly B.	White Post District, Vice Chair	1/1/2016	12/31/2019
Weiss	David S.	Buckmarsh/Blue Ridge Districts; Chai	1/1/2016	12/31/2019
<i>Board of Supervisors Finance Committee</i>				
Byrd	Barbara J.	BoS - Alternate	1/16/2018	12/31/2018
Catlett	Terri T.	BoS - Appointed Member	1/16/2018	12/31/2018
McKay	Beverly B.	BoS - Alternate	1/16/2018	12/31/2018
Weiss	David S.	BoS - Appointed Member	1/16/2018	12/31/2018
<i>Board of Supervisors Personnel Committee</i>				
McKay	Beverly B.	BoS - Appointed Member	1/16/2018	12/31/2018
Weiss	David S.	BoS - Appointed Member	1/16/2018	12/31/2018
<i>Board of Zoning Appeals</i>				
Borel	Alain F.	White Post District	1/23/2014	2/15/2019
Brumback	Clay	White Post District	12/20/2017	2/15/2019
Caldwell	Anne	Millwood District	2/25/2015	2/15/2020
Fincham	Ryan	Staff Representative		
Kackley	Charles	Russell District	5/2/2018	2/12/2023
Means	Howard	Millwood District	2/15/2016	2/15/2021
Volk	Laurie	White Post District	2/18/2014	2/15/2019
<i>Broadband Implementation Committee</i>				
Bouffault	Robina Rich	White Post District	2/21/2017	
Daniel	Mary L.C.	Berryville District	1/16/2018	12/31/2018

<i>Committee/Board</i>		<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
Kreider	Scott	Buckmarsh / Battletown District	2/21/2017	
McKay	Beverly B.	White Post District	1/16/2018	12/31/2018
<i>Building and Grounds</i>				
McKay	Beverly B.	BoS - Appointed Member	1/16/2018	12/31/2018
<i>Career and Technical Education Advisory Committee</i>				
Catlett	Terri T.	BoS - Appointed Member	1/16/2018	12/31/2018
<i>Clarke County Historic Preservation Commission</i>				
Arnett	Betsy	Berryville District	4/19/2016	5/31/2020
Berger	Katherine	Buckmarsh District	11/21/2017	5/31/2019
Caldwell	Anne	Millwood District	4/18/2017	5/31/2021
Carter	Paige	White Post District	4/19/2016	5/31/2020
Catlett	Terri T.	BoS - Liaison	1/16/2018	12/31/2018
Kruhm	Doug	Planning Commission Representative	1/3/2018	12/31/2018
Stieg, Jr.	Robert	Millword District	6/17/2014	5/31/2018
Teetor	Alison	Staff Representative		
York	Robert	White Post District	4/18/2017	5/31/2021
<i>Clarke County Humane Foundation</i>				
Byrd	Barbara J.	BoS - Liaison	1/16/2018	12/31/2018
<i>Clarke County Library Advisory Council</i>				
Al-Khalili	Adeela	Buckmarsh District	3/17/2015	4/15/2019
Bogert	Aubrey	White Post District	4/17/2018	4/15/2022
Brondstater	Bette	Berryville District	2/21/2017	4/15/2019
Curran	Christopher	Buckmarsh District	2/21/2017	4/15/2021
Daisley	Shelley	Russell District	5/17/2016	4/15/2020
Daniel	Mary L.C.	BoS - Liaison	1/16/2018	12/31/2018
Foster	Nancy	Russell District	4/19/2016	4/15/2020
Graves	Suzette	Berryville District	11/21/2017	4/15/2021
Holscher	Dirck	Russell District	2/21/2017	4/15/2021
Kalbjan	Maral	Millwood District	2/17/2015	4/15/2019
<i>Clarke County Planning Commission</i>				
Bouffault	Robina Rich	White Post / Greenway District	3/15/2016	4/30/2020
Buckley	Randy	White Post District; 2018 Vice Chair	4/17/2018	4/30/2022
Byrd	Barbara J.	BoS - Alternate	1/16/2018	12/31/2018

<i>Committee/Board</i>		<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
Caldwell	Anne	Millwood / Chapel District	3/21/2017	4/30/2021
Daniel	Mary L.C.	BoS - Appointed Member	1/16/2018	12/31/2018
Glover	Robert	Millwood District	1/16/2018	4/30/2019
Kreider	Scott	Buckmarsh / Battletown District	3/15/2016	4/30/2020
Kruhm	Doug	Buckmarsh / Battletown District	4/17/2018	4/30/2022
Lee	Francis	Berryville District	4/17/2018	4/30/2022
Malone	Gwendolyn	Berryville District	3/15/2016	4/30/2020
Nelson	Clifford	Russell / Longmarsh District	3/21/2017	4/30/2021
Ohrstrom, II	George	Russell District; Chair	3/17/2015	4/30/2019
Stidham	Brandon	Staff Representative	4/30/2012	

Clarke County Sanitary Authority

DeArment	Roderick	White Post District, Chair	1/17/2017	1/5/2021
Dunning, Jr.	A.R.	White Post District, Treasurer/Secreta	1/16/2018	1/5/2022
Mackay-Smith, Jr.	Alexander	White Post District, Vice Chair	1/17/2017	1/5/2021
McKay	Beverly B.	BoS - Liaison	1/16/2018	12/31/2018
Meredith	Mary	Staff Representative	1/2/2018	
Myer	Joseph	Town of Boyce	11/17/2015	1/5/2020
Welliver	Ralph	Berryville District	7/19/2016	6/30/2020

Community Policy and Management Team

Acker	Denise	Northwestern Community Services	7/18/2017	12/31/2018
Bauserman	Ellen	CCPS Director Pupil Svcs	7/18/2017	12/31/2019
Byrd	Barbara J.	BoS - Appointed Member	1/16/2018	12/31/2018
Goshen	Lisa	Parent Representative	11/21/2017	12/31/2020
Greene	Colin	VDH Representative	12/19/2017	12/31/2018
Jones	Angie	Director Clarke County DSS	7/18/2017	12/31/2019
Legrys	Mark	Court Services Unit Supervisor	7/18/2017	12/31/2019
Obradovic	Laura	Private Provider - Grafton School	7/18/2017	12/31/2020

Conservation Easement Authority

Bacon	Rives	Berryville District	8/15/2017	12/31/2019
Buckley	Randy	White Post District	12/20/2016	12/31/2019
Byrd	Barbara J.	BoS - Appointed Member	1/16/2018	12/31/2018
Engel	Peter	White Post District	11/17/2015	12/31/2018
Jones	Michelle	Millwood / Pine Grove District	12/20/2016	12/31/2019

<i>Committee/Board</i>		<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
Ohrstrom, II	George	Russell District; Planning Commission	3/15/2016	4/30/2019
Teetor	Alison	Staff Representative		
Thomas	Walker	Buckmarsh District	11/17/2015	12/31/2018
<i>Constitutional Officer</i>				
Butts	Helen	Clerk of the Circuit Court	1/1/2016	12/31/2023
Keeler	Sharon	Treasurer	1/1/2016	12/31/2019
Peake	Donna	Commissioner of the Revenue	1/1/2016	12/31/2019
Roper	Anthony	Sheriff	1/1/2016	12/31/2019
Williams	Anne	Commonwealth Attorney	11/7/2017	12/31/2019
<i>County Administrator</i>				
Ash	David L.	County Administrator	3/19/1991	
<i>Director of Economic Development</i>				
Capelli	Len	Director of Economic Development		
<i>Economic Development Advisory Committee</i>				
Barb	Jim	Real Estate Rep, Business Owner	12/19/2017	12/31/2021
Conrad	Bryan H.	Agriculture, Fire & Rescue	12/16/2014	12/31/2018
Dunkle	Christy	Town of Berryville Representative	1/1/2016	12/31/2019
Kraybill	Christina	2018 Vice Chair, Berryville District, Bu	12/19/2017	12/31/2021
McKay	Beverly B.	BoS - Appointed Member	1/16/2018	12/31/2018
Milleson	John R.	2018 Chair, Banking, Finance	12/16/2014	12/31/2018
Myer	Dr. Eric	Agriculture Rep, Business Owner	12/16/2014	12/31/2018
Pritchard	Elizabeth	Hospitality Industry	8/16/2016	8/31/2020
<i>Family Assessment and Planning Team</i>				
Allen	Gay	DSS - Foster Care Worker	7/18/2017	12/31/2018
Davis	Sara	Parent Representative	8/15/2017	12/31/2020
Myers-DePina	Martia	Northwestern Community Svcs Board	2/20/2018	12/31/2018
Phillips	Courtney	26th District Court Svcs Unit	10/17/2017	12/31/2019
Rousseau	Christian	Private Provider - Intensive Superviso	6/12/2017	12/31/2020
Thompson	Christine	CCPS - Social Worker	7/18/2017	12/31/2019
<i>Fire & EMS Commission</i>				
Armacost, Jr.	Van	John H. Enders VFRC Rep	8/15/2017	8/30/2018
Conrad	Bryan H.	Citizen-at-large	9/1/2015	8/31/2019
Harrison	Diane	Citizen-at-large	6/20/2017	8/31/2021

<i>Committee/Board</i>		<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
Hoff	Matt	Boyce VFRC Rep	8/15/2017	8/31/2018
Lichty	Brian	Staff Representative	11/14/2016	
Nicholson	Andrew	Citizen-at-large	10/17/2017	8/31/2020
Roper	Anthony	Sheriff	1/1/2016	12/31/2019
Weiss	David S.	BoS - Representative	1/16/2018	12/31/2018
White	Jacob	Blue Ridge VFRC Rep	8/15/2017	8/31/2018

Handley Regional Library Board

Leahy	Cindy	White Post District	11/21/2017	11/30/2021
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Industrial Development Authority of the Clarke County, Virginia

Cochran	Mark	Buckmarsh District; Chair 2018	10/17/2017	10/30/2021
Ferrell	Brian	Buckmarsh District; Vice Chair 2018	6/21/2016	10/30/2019
Jones	Paul	Russell District	3/15/2016	10/30/2019
Juday	David	Russell District	10/21/2014	10/30/2018
Koontz	English	Buckmarsh District	6/16/2015	10/30/2018
Pierce	Rodney	Buckmarsh District	10/18/2016	10/30/2020
Waite	William	Millwood District; Secretary/Treasure	10/31/2017	10/30/2021
Weiss	David S.	BoS - Liaison	1/16/2018	12/31/2018

Joint Administrative Services Board

Ash	David L.	County Administrator	12/22/1993	
Bishop	Chuck	School Superintendent	7/1/2014	
Judge	Tom	Staff Representative	2/14/1994	
Keeler	Sharon	Treasurer	3/12/2005	
McKay	Beverly B.	BoS - Alternate	1/16/2018	12/31/2018
Schutte	Charles	School Board Representative	1/8/2012	
Weiss	David S.	BoS - Appointed Member	1/16/2018	12/31/2018

Josephine School Community Museum Board

Daniel	Mary L.C.	BoS - Liaison	1/16/2018	12/31/2018
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Legislative Liaison and High Growth Coalition

Daniel	Mary L.C.	BoS - Liaison	1/16/2018	12/31/2018
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Lord Fairfax Community College Board

Daniel	William	Berryville District	7/19/2016	6/30/2020
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Lord Fairfax Emergency Medical Services Council

Burns	Jason	Career Representative; Buckmarsh Di	4/21/2015	6/30/2018
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Tuesday, June 5, 2018

Page 6 of 8

<i>Committee/Board</i>		<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
Conrad	Bryan H.	Volunteer Representative; White Post	5/16/2017	6/30/2020
Stidham	Angela	Medical Professional; White Post Dist	7/19/2016	6/30/2019
<i>Northern Shenandoah Valley Regional Commission</i>				
Daniel	Mary L.C.	BoS - Alternate	1/16/2018	12/31/2018
McKay	Beverly B.	BoS - Appointed Member	1/16/2018	12/31/2018
Stidham	Brandon	Citizen Representative [Planning Dire	4/19/2016	1/31/2019
<i>Northwest Regional Adult Drug Treatment Court Advisory Committee</i>				
Byrd	Barbara J.	Russell District	1/16/2018	12/31/2018
<i>Northwestern Community Services Board</i>				
Brown	Audrey	White Post District	11/21/2017	12/31/2020
Harris	Celie	Millwood District	11/17/2015	12/31/2018
<i>Northwestern Regional Jail Authority</i>				
Ash	David L.	BoS - Appointed Member	1/16/2018	12/31/2018
Byrd	Barbara J.	BoS - Liaison - Alternate	1/16/2018	12/31/2018
Roper	Anthony	Sheriff	1/1/2016	12/31/2019
Wyatt	Jimmy	Millwood District	11/17/2015	12/31/2019
<i>Northwestern Regional Juvenile Detention Center Commission</i>				
Byrd	Barbara J.	BoS - Liaison	1/16/2018	12/31/2018
Wyatt	Jimmy	Millwood District	12/20/2016	12/20/2020
<i>Old Dominion Alcohol Safety Action Policy Board & Division of Court Ser</i>				
Roper	Anthony	Sheriff	12/20/2016	12/31/2019
<i>Old Dominion Community Criminal Justice Board</i>				
Roper	Anthony	Sheriff	12/20/2016	12/31/2019
<i>Our Health</i>				
Shipe	Diane	Buckmarsh District	7/19/2016	3/15/2019
<i>Parks & Recreation Advisory Board</i>				
Catlett	Terri T.	BoS - Liaison	1/16/2018	12/31/2018
Heflin	Dennis	White Post District	12/20/2016	12/31/2019
Huff	Ronnie	Town of Berryville Representative	1/1/2016	12/31/2019
Jones	Paul	Russell District; At Large	12/16/2014	12/31/2018
Lichliter	Gary	Russell District	12/20/2016	12/31/2019
Rhodes	Emily	Buckmarsh District	11/17/2015	12/31/2019
Sheetz	Daniel A.	Berryville District	12/19/2017	12/31/2021

<i>Committee/Board</i>		<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
Smith	Tracy	Millwood District	12/19/2017	12/31/2021
Trenary	Randy	School Superintendent Designee	10/24/2013	
Wisecarver	Steve	Appointed by Town of Boyce	1/2/2018	7/31/2018
<i>People Inc. of Virginia</i>				
Hillerson	Coleen	Clarke County Rep Board of Directors	8/16/2016	7/31/2019
<i>Regional Airport Authority</i>				
Ash	David L.	BoS - Alternate	1/16/2018	12/31/2018
Crawford	John	Buckmarsh District	7/19/2016	6/30/2020
McKay	Beverly B.	BoS - Alternate	1/16/2018	12/31/2018
<i>Shenandoah Area Agency on Aging, Inc.</i>				
Bouffault	Robina Rich	White Post District	10/21/2014	9/30/2018
<i>Shenandoah Valley Chief Local Elected Officials Consortium</i>				
Ash	David L.	BoS Designee for Chief Elected Offici		
<i>Shenandoah Valley Workforce Development Board</i>				
James	Patricia	Buckmarsh District	5/16/2017	11/9/2017
<i>Strategic Planning Committee</i>				
Catlett	Terri T.	BoS - Appointed Member	1/16/2018	12/31/2018
<i>Towns and Villages: Berryville</i>				
Byrd	Barbara J.	BoS - Liaison	1/16/2018	12/31/2018
Daniel	Mary L.C.	BoS - Liaison - Alternate	1/16/2018	12/31/2018
<i>Towns and Villages: Boyce</i>				
Catlett	Terri T.	BoS - Liaison	1/16/2018	12/31/2018
McKay	Beverly B.	BoS - Liaison	1/16/2018	12/31/2018
<i>Towns and Villages: Millwood</i>				
Catlett	Terri T.	BoS - Liaison	1/16/2018	12/31/2018
<i>Towns and Villages: Pine Grove</i>				
Catlett	Terri T.	BoS - Liaison	1/16/2018	12/31/2018
Weiss	David S.	BoS - Liaison	1/16/2018	12/31/2018
<i>Towns and Villages: White Post</i>				
McKay	Beverly B.	BoS - Liaison	1/16/2018	12/31/2018

All,

Attached are proposed revisions to the Clarke County Personnel Policy Document. The entire policy is also attached for your easy reference.

In adopting the policy last July, the Board of Supervisors committed to a review of the document language in June of this year in order to consider any changes, clarifications, or additions that would need to be made to maintain the policy statement agreeable to all.

Please review the proposed changes to verify that I have been successful in correcting or clarifying the issues that were brought to my attention and that I have not created an unintended problem in doing so.

It is important to the Board of Supervisors that this necessary component of the pay and classification plan be accepted and adopted by each office and agency that participates in the plan in order that employees be compensated fairly and in accordance with law and regulation.

Please let me know if there are additional changes that should be considered as I propose to bring these changes to the personnel committee for recommendation in June.

Thanks,
David Ash

In adopting the new Personnel Policy effective July 1, 2017, the Board of Supervisors directed that the policy be reviewed in June of 2018 in order that corrections, clarifications or omissions discovered in the first year of use could be corrected.

As of this time, the following issues have been identified and corrective language is proposed:

1.4 Current Personnel Definitions

Administrative Leave – Leave with pay approved by the Agency Personnel Administrator as recommended by a department head and not covered by any other leave provision.

1.4 Revised Personnel Definitions

Administrative Leave – Administrative Leave is used when it is in the best interest of the County to immediately remove the employee from the worksite. Leave may be with or without pay as determined by the agency personnel administrator.

If an employee is:

- Returned to duty after unpaid Administrative Leave, the employee will be paid for the time that was spent on unpaid administrative leave.
- Separated from employment subsequent to unpaid administrative leave the date of separation shall be that of the first day placed on administrative leave.

4.1 Current Holidays

Clarke County observes legal holidays established by State law and any other such days as may be designated by the Governor of the Commonwealth, the President of the United States and/or the Board of Supervisors

4.1 Revised Holidays

Clarke County observes legal holidays established by State law and any other such days as may be designated by the Governor of the Commonwealth, the President of the United States and/or the Board of Supervisors. Known Holiday Leave (dates) will be posted at the beginning of the calendar year, using the legal holidays schedule.

Holiday Leave is to be used on the legal holiday schedule throughout the year.

If an employee must work on a legal holiday, then the employee will be given an alternate day off (eight-hour equivalent).

Any holiday leave not used within one year shall convert to annual leave at the end of the calendar year and shall thereafter be treated in the same manner as, and subject to the same limits as, annual leave.

4.7 Current Leave Without Pay

Agency Personnel Administrator may grant regular employees leave without pay for a reasonable purpose.

Extended Leave of Absence Without Pay:

The Requests for extended leave of absence without pay must be approved by the Agency Personnel Administrator.

Employees on approved extended leave of absence do not accrue annual leave and sick leave credits.

An approved leave of absence without pay is not considered a break in service.

County may continue to pay the group insurance premiums through the Virginia Retirement System for employees on extended leave of absence without pay in the same manner as it does for employees in pay status.

The employee will be responsible for paying his/her portion of the group health coverage if applicable.

It shall be the responsibility of the Agency Personnel Administrator to provide notice of leave without pay status to the Payroll Department.

4.7 Revised Leave Without Pay

Agency Personnel Administrator may grant regular employees leave without pay for a reasonable purpose for a period of up to 15 days.

Extended Leave of Absence Without Pay:

The Agency Personnel Administrator must approve requests for extended leave of absence without pay exceeding 15 days or for intermittent leave without pay in accordance with the Family and Medical Leave act or other leave without pay schedule.

Employees on approved, extended leave of absence or intermittent leave without pay do not accrue annual leave and sick leave credits.

An approved leave of absence without pay is not considered a break in service.

The County may continue to pay the group insurance premiums through the Virginia Retirement System for employees on extended leave of absence without pay or intermittent leave without pay in the same manner as it does for employees in pay status.

The employee will be responsible for paying his/her portion of the group health coverage if applicable.

It shall be the responsibility of the Agency Personnel Administrator to provide notice of leave without pay status to the Payroll Department.

4.8 Current Administrative Leave

An employee may be placed on administrative leave by their Department Head (with authorization of the Agency Personnel Administrator) when it is in the best interest of the County to remove the employee from the worksite.

The employee may be placed on administrative leave during an investigation.

The employee will stay on administrative leave as deemed necessary by the Agency Personnel Administrator.

The employee may be paid his/her full salary for the duration of the leave.

Time designated as administrative leave with pay will not be charged to the employee's paid leave.

4.8 Revised Administrative Leave

With authorization of the Agency Personnel Administrator, an employee may be placed on administrative leave by their Department Head when it is in the best interest of the County to remove the employee from the worksite.

The employee may be placed on administrative leave during an investigation.

The employee will stay on administrative leave as deemed necessary by the Agency Personnel Administrator.

The employee may be paid his/her full salary for the duration of the leave.

Time designated as administrative leave with pay will not be charged to the employee's paid leave.

Clarke County

dash@clarkecounty.gov

Re: Personnel Policy Changes

From : Anne Williams <awilliams@clarkecounty.gov> Mon, Jun 04, 2018 11:11 AM
Subject : Re: Personnel Policy Changes
To : David Ash <dash@clarkecounty.gov>

Hi Dave,

You said it better than I did!

I have not looked into what other jurisdictions do, so I don't know about other governments.

Being subpoenaed to court as a witness or serving as a juror is taxing. Witnesses for cases are almost always having to miss work to appear, often without pay which is stressful. Jurors, who are paid a minimal amount, are hearing cases that can not only go well past the typical 5:00 "quitting time" of their jobs, but also for more than one day!

I believe it would be a compassionate gesture for the personnel committee to consider.

Many thanks,
Anne

Anne M. Williams
Clarke County Commonwealth's Attorney
102 N. Church Street
Berryville, VA 22611
540-955-5120 (office)
[REDACTED] [REDACTED]
540-955-5156 (fax)
awilliams@clarkecounty.gov

----- Original Message -----

From: "David Ash" <dash@clarkecounty.gov>
To: "Anne Williams" <awilliams@clarkecounty.gov>
Sent: Monday, June 4, 2018 10:19:54 AM
Subject: Re: Personnel Policy Changes

Good Morning Anne,

Just to make sure I understand before I send it on to the Board, your desire is that employees that serve on jury duty be paid their regular salary and, in addition, get to keep any pay that they receive from the courts (usually minimal).

Also, you feel that county employees should receive compensation from the County should an absence unrelated to their work require their attendance in some court proceeding provided that the employee is not a party to the proceeding.

Have I restated your intention properly? Are you aware of any other local governments that provide these benefits?

Thanks,

dave

David Ash, County Administrator
101 Chalmers Court
Berryville, Virginia 22611
Phone: (540) 955-5100
dash@clarkecounty.gov

----- Original Message -----

From: "Anne Williams" <awilliams@clarkecounty.gov>
To: "dash" <dash@clarkecounty.gov>
Sent: Friday, June 1, 2018 11:30:33 AM
Subject: Personnel Policy Changes

Hi Dave,

Thank you for sending over the proposed changes to the county's Personnel Policy. Although I feel like I know what the outcome will be, I ask that the Personnel Committee consider amending section 4.5.1 such that employees are not required to forfeit their compensation, and 4.5.2 to include that employees who are subpoenaed for cases unrelated to their county employment may be absent with leave if it is for a case in which they are not a party.

I would be happy to expand on this via email or with the Personnel Committee.

Thanks!
Anne



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



MEMORANDUM

To: Clarke County Personnel Committee

From: Brian Lichty, Director Fire, EMS and Emergency Management
Travis Sumption, Clarke County Sheriff's Office

Cc: David Ash, County Administrator
Tony Roper, Clarke County Sheriff

Date: May 7th, 2018

RE: Clarke County Personnel Policy Recommendations

The Clarke County Department of Fire, EMS and Emergency Management and the Clarke County Sheriff's Office have examined the current Clarke County Personnel policy to assist in determining proper FLSA pay procedures. After reviewing the document, current case law, surrounding jurisdictions and Virginia and Federal FLSA laws it is our recommendation the following amendments be made to the personnel policy;

- Public Safety Personnel Categories – All personnel working in public safety (Law Enforcement and Fire-Rescue) be categorized into the following two areas;
 - Essential Personnel – is defined as staff members designated by the Department Head to be critical to the continuation of key operations and services in the event of weather, holiday or a suspension of operations. In addition these personnel are regularly scheduled to work beyond 40-hours per week. These personnel are often referred to as "Field Staff".
 - Non-essential Personnel – is defined as staff members designated by the Department Head to be critical to the continuation of administration operations and services. These personnel are often referred to as "Administrative or Support Staff" and normally work an 8 hours per day, 5 day work week.
- Holiday Pay (Public Safety) Personnel; **OPTION 1**
 - Essential Personnel – shall receive pay at a rate of one and one-half their regular rate of pay for hours worked during 00:00 and 23:59 of a designated holiday.

- Non-essential Personnel – shall receive time-off for the designated holiday. If a non-essential employee has to work a holiday then they shall receive the same benefit as the essential employee
- Holiday Pay (Public Safety) Personnel; **OPTION 2**
 - Essential Personnel – shall receive pay added to their annual salary equivalent to the number of federal/state holidays authorized. Pay would be commensurate to an 8 hour day based on the employee’s hourly rate.
 - Non-essential Personnel – shall receive time-off for the designated holiday. If a non-essential employee has to work a holiday then they shall receive an additional hourly pay for each hour worked up to 8 hours per day.
- Leave on a Holiday; **OPTION 1**
 - Essential Personnel – Personnel will not be charged vacation or sick leave for hours scheduled to work during 00:00 and 23:59 of the holiday if the holiday is requested off. All leave must be approved by the Department head or his designee.
 - Non-essential Personnel – shall not be charged leave for a designated holiday.
- Leave on a Holiday; **OPTION 2**
 - Essential Personnel – Personnel will be charged vacation or sick leave for hours scheduled to work during 00:00 and 23:59 of the holiday if the holiday is requested off. All leave must be approved by the Department head or his designee.
 - Non-essential Personnel – shall not be charged leave for a designated holiday.
- Annual Leave (Public Safety Employees)
 - Essential Personnel – Full time employees working a schedule of 192 or more hours in the 28-day cycle shall receive the following leave accruals;

Table 1.B

Employee Status	Years of Continuous Services	Monthly Accrual	Maximum Accrual
Full Time	0–4 Years	14.4 hours	280 hours
	5-9 Years	16.8 hours	280 hours
	10 + Years	19.2 hours	280 hours

- Essential personnel working a schedule of 160 hours in a 28-day cycle or a 40 hours a week shall receive leave accrual per table 1.A of the Clarke County Personnel Policy.

- Non-essential Personnel – shall receive leave accrual per table 1.A of the Clarke County Personnel Policy.



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



MEMORANDUM

To: David Ash, County Administrator
 From: Brian Lichty, Director Fire, EMS and Emergency Management
 Cc: David Ash, County Administrator
 Date: May 11th, 2018
 RE: Holiday Pay Costs

Option 1

The cost associated with paying time and a half to staff working on a holiday is as follows:

Average hourly rate of Firefighter/Medic is \$23.17 / half hourly rate is \$11.59

There are 12.5 holidays per year by Code of Virginia. If we are fully staffed on holidays, the number of working hours is:

Firefighter/Medic: 48 hours per day / 600 hours per calendar year

Total cost for the County to pay scheduled staff for holidays at time and a half is \$6,954.00 per year. This increase is for wage only and does not take into account FICA, VRS, etc.

Option 2

The cost associated to pay employees equivalent to 8 hours per holiday and build into their salary.

Average hourly rate of Firefighter/Medic is \$23.17.

There are 12.5 holidays per year by Code of Virginia. That equates to 100 hours per year.

Firefighter/Medic: 7 staff members x 100 hours x \$23.17/hour=\$16,219.00

Total cost for the County to pay is \$16,219.00 per year. This increase is for wage only and does not take into account FICA, VRS, etc.

Office: 540-955-5113

101 Chalmers Ct., Suite B
 Berryville, VA 22611

Fax: 540-955-5180



Clarke County Sheriff's Office

INTEROFFICE MEMORANDUM



DATE: May 9, 2018

TO: Anthony W. Roper, Sheriff

FROM: Travis M. Sumption, Chief Deputy

CC: Pamela L. Hess, Communications Director

SUBJECT: Holiday Pay

Option 1

The cost associated with paying time and a half to staff working on a holiday is as follows:

Average hourly rate of Communications Staff is \$17.98 / half hourly rate is \$8.99.

Average hourly rate of Patrol Sworn Staff is \$22.70 / half hourly rate is \$11.35.

There are 12.5 holidays per year by Code of Virginia. If we are fully staffed on holidays, the number of working hours is:

Communications Staff: 60 hours per day / 750 hours per calendar year

Patrol Sworn Staff: 55 hours per day / 687.5 hours per calendar year

Total cost for the County to pay scheduled staff for holidays at time and a half is \$14,545.62 per year. This increase is for wage only and does not take into account FICA, VRS, etc.

Option 2

The costs associated to pay employees equivalent to 8 hours per holiday and build into their salary.

Average hourly rate of Communications Staff is \$17.98.

Average hourly rate of Patrol Sworn Staff is \$22.70.

There are 12.5 holidays per year by Code of Virginia. That equates to 100 hours per year.

Directive 2015 – 01 Use of Force TASAR

March 19, 2015

Page 2 of 2

Communications Staff: 10 staff members x 100 hours x \$17.98/hour = \$17,980.00

Patrol Sworn Staff: 10 staff members x 100 hours x \$22.70/hour = \$22,700.00

Total cost for the County to pay is \$40,680.00 per year. This increase is for wage only and does not take into account FICA, VRS, etc.

Lord Fairfax Emergency Medical Services Council, Inc.

Amended & Restated Bylaws

Effective October 21, 2015

To the extent any provision of these bylaws conflicts with the Articles of Incorporation (as amended), the Articles shall control.

ARTICLE I - NAME

The name of this Corporation shall be the Lord Fairfax Emergency Medical Services Council, Inc. (the "Council").

ARTICLE II - PURPOSE

The purpose of the Council shall be to form a mechanism to bring together providers of emergency medical services, the public agencies involved with health and safety, and community leaders and citizens to plan and implement a comprehensive emergency medical services system in the area to be served.

The major objectives of this organization shall be, but not limited to, the following:

- a. To plan for and to implement a system which provides for the arrangement of personnel, facilities, and equipment for the effective and coordinated delivery of health care services in the area to be served under emergency conditions occurring either as a result of the patient's condition, or of local or regional disasters and similar situations.
- b. To coordinate and improve the delivery of emergency medical services in the region, and thereby seek to have the highest possible quality of emergency medical services available to residents within the region.
- c. To provide assistance in coordinating the emergency medical services system with other public services, institutions, and agencies in the area of service.
- d. To develop goals and to facilitate broad, regional comprehensive emergency medical services plans and priorities, and to stimulate

action, coordination and otherwise ensure maximum use of existing and future emergency medical facilities, services, and manpower compatible with health delivery systems within the area served.

- e. To serve as the principle advisory group to governments and non-governmental agencies within the area served on matters that require inter-jurisdictional coordination, collaboration, and cooperation concerning emergency medical services.

ARTICLE III - AREA TO BE SERVED

The Council shall serve the areas consisting of the following Virginia political subdivisions, including incorporated towns therein:

- a. City of Winchester
- b. Clarke County
- c. Frederick County
- d. Page County
- e. Shenandoah County
- f. Warren County

The Council may serve additional political subdivisions as may be authorized by the Board of Directors.

ARTICLE IV - LOCATION OF OFFICE

The principal office of the Council shall be located within the Council's region. The Council may have additional offices at such other places as designated by the Board of Directors.

ARTICLE V - BOARD OF DIRECTORS

Section 1. No Members.

The Council shall have no members; rather, the entire voting power of the Council shall be vested in the Board of Directors.

Section 2. Nomination of Directors.

- a. Goals/Objectives. All Directors shall strive to (1) serve as representatives of the public in the public interest, and (2) represent the entire region served by this Council and (3) vote for the best

interest of the area as a whole - and not necessarily such person's geographic area. The Board is intended to be comprised of persons who are broadly representative of (1) professional and non-professional disciplines involved with providing Emergency Medical Services, (2) units of local government and citizens, and (3) those who make use of such services.

b. Min/Max Directors. There shall be a minimum of 8 directors and a maximum of 50 directors. However, the desire is to have, on average, 22 Directors, consisting of individuals from consumers, government representatives, hospital administration, physicians, nurses and fire/rescue departments from the following areas/positions:

- | | |
|--|---|
| 1. City of Winchester | 3 |
| 2. County of Clarke | 3 |
| 3. Frederick County | 3 |
| 4. Page County | 3 |
| 5. Shenandoah County | 3 |
| 6. Warren County | 3 |
| 7. Regional Medical Director, LFEMSC | 1 |
| 8. Chairperson, LFEMSC Medical Direction Board | 1 |
| 9. Valley Health Systems | 1 |
| 10. Consumer | 1 |

The Council shall strive to have each locality represented on the Board, with at least one being a volunteer and one a career EMS provider. It is anticipated the nominees for Board members from the various geographical areas will be provided by such areas local governing bodies (as provided below) - but Directors are always elected by the then sitting Board of Directors. The locality shall have no veto power or right of appointment/representation.

c. Nomination Process. At least 60 days prior to the annual meeting at which officers and directors will be elected, The Nominating Committee shall fulfill the following charges:

1. Prepare a slate for the election of the Directors for each position to which a political subdivision is entitled from nominees submitted by the political subdivisions.
2. Prepare a slate nominating Directors to serve as Officers of the Board.

3. Prepare a slate nominating one (1) Director to serve on the Executive Committee.
4. Ensure that such slates are submitted in writing to each Director of the Council at least thirty (30) days in advance of each election.
5. Board members may make nominations at least 120 days prior to the election of such position; provided, however, (1) such nominee meets the qualifications for such position, (2) such person meets with the Executive Director and President to discuss duties and responsibilities of a director, and (3) agrees to serve if elected. Upon completion of the above, then such person's name shall be submitted to the Nominating Committee and all other Board members at least 60 days prior to the election for such position. If the above requirements are met, the Board member who recommended such person may submit such person's name for consideration of being elected at the meeting for which such election is to occur.

Section 3. Election of Directors & Term of Office.

- a. Directors shall be elected at the Annual Meeting by a majority vote of the Directors or a special meeting held in lieu thereof for the specific purpose of electing one or more Directors.
- b. Directors shall be elected for a term of one year at the annual meeting. A Director shall continue to serve as such until the end of his/her term and until his/her successor is elected and qualifies. There shall be no term limits on Directors.
- c. As provided above, the Council shall strive to have the Chairperson of the Lord Fairfax EMS Medical Direction Board and the Regional Operational Medical Director of the Lord Fairfax EMS Council as Board members.

Section 4. Resignation/Removal/Vacancy

- a. Resignation. A Director may resign at any time. Resignation mid-term from the Board must be in writing and delivered to the President or Secretary to be effective.
- b. Removal. A board member may be removed at any time for any reason, with or without cause, by a two-thirds vote of the remaining

directors in office (not just a two-thirds vote of those present at such meeting).

- c. Vacancies. If there is vacancy during a Director's term, the Board (by majority vote) may replace such Director to fill such remaining term - at any regular or special meeting - notice of which indicates a successor Director is being elected. It is anticipated (but not required) the nomination of such replacement be by the Nominating Committee as provided herein.

Section 5. Powers.

The Board shall have all powers inherent to corporate directors under Virginia law, including, but not limited to, the following:

- a. Manage and administer the affairs of the Council, each director being entitled to one vote.
- b. Elect the officers of the Council as provided in the Articles of Incorporation and these Bylaws.
- c. Empower the Executive Committee of the Board to manage the affairs of the Council during the interval between meetings of the Board.
- d. Appoint such committees as it may deem expedient for the carrying out of the objectives of the Council and as may be consistent with these Bylaws and to terminate the authority for any such committee at any time.
- e. Arrange for the funds to support the program of the Council and to control the disbursement of these funds.
- f. Employ an Executive Director and authorize the employment of such persons, as it may deem necessary or appropriate for the successful execution of the objectives of the Council, in accordance with its non-profit character.
- g. Enter into such agreements with any government or private philanthropic agencies and public or private consulting organizations, at its judgment, will further and be consistent with the objectives of this Council.
- h. Otherwise perform such acts and functions which will further the objectives and purposes of the Council which are not inconsistent with the Articles of Incorporation or these Bylaws.

Section 6. Voting & Quorum.

- a. Majority Vote. Except as otherwise provided herein requiring a higher vote, all decisions of the Board shall be majority vote of the Directors. A majority vote means more than 50% of Directors present at a duly called meeting at which a quorum is present.
- b. Vote In Person – No Proxies. Each member of the Board present at a meeting shall be entitled to one vote. No proxies are permitted – voting must be in person.
- c. Quorum. A quorum shall be present at a Board meeting if at least one-third of the then elected Directors are present. Less than a quorum may adjourn a meeting.

Section 7. Meetings & Notice.

- a. Annual and Special Meetings. The Annual Meeting of the Board shall be held in June of each year. The date, place, and exact time of each meeting shall be set by the Board. The Board shall have the power to set the date, time, and places of regular meetings of the Board. Special meetings of the Board shall be called by the President or by the Secretary on the written request of any five (5) Directors of the Council. Current income and expenditure statements shall be available at all governing Board meetings.

Nothing herein shall preclude action without a meeting as allowed under Virginia Code Section 13.1-865, as amended - unanimous written consent of all Directors.

- b. Notice. Notice of the time, place, and purpose of Annual or Special Meetings of the Board shall be served as provided by law, but in no case shall such notice be less than five (5) days unless agreed upon by all Directors of the Board. Attendance at such meetings shall constitute waiver of notice, unless such attendance is for the sole purpose of objecting to the notice provisions therefore. Notice is permitted by any means allowed under Virginia law – but at this time, the Council anticipates all notices will be sent by email at the last email address provided by each director/officer. An email notice is deemed received at such time as it is sent by the Council (even if not read by the recipient) to the latest email address provided to the Council by such Director. All Board members shall immediately

notify the President, Secretary and the Executive Director of any change in one's email address in writing. Notice to Committee Members may be made in the same manner.

Section 8. Attendance.

- a. Attendance Required. Regular, in person, attendance is critical to the operation of the Board and each Director should make every effort to attend every meeting. In that light, the following rules shall apply: If any member shall not be in attendance at two (2) or more regularly scheduled consecutive meetings, the President shall direct correspondence (by mail or email) to any and all affected members and their appointing body advising them of such person's record and the potential for removal hereunder. Attendance must be in person. Attendance by conference call/internet communication is not considered attendance.
- b. Removal If Fail To Attend After Notice. If after such notice, the member misses any one of the next three regular meetings, the Board shall have the authority to remove said individual(s) from their seat(s) and notify the appropriate local governing bodies (if applicable) of the action. The Board shall consider, at their discretion, any extenuating circumstances of the affected member(s), under this section.

Section 9. Nominations for Governor's Advisory Board.

Only Directors can be appointed to the Governor's Advisory Board. If the Director expires on the Council prior to their expiration on the Governor's Advisory Board, the appointed representative will be allowed to fulfill the obligation to the Governor's Advisory Board (even though no longer a Director hereunder).

ARTICLE VI - OFFICERS

Section 1. Elected Officers.

The officers shall be elected by and from the directorship of the Board except as hereinafter stated, and shall consist of the following:

- a. President

- b. Vice President
- c. Treasurer
- d. Secretary
- e. Such assistant treasurers and secretaries as the Board may elect.

Officers shall be elected for a term of office at the Annual Meeting of the Board. Officers shall serve until their successors are elected to and take office. An officer shall be eligible to serve unlimited consecutive terms. Officers may also be removed for any reason, with or without cause, at any time, by a majority vote of the Board.

Section 2. President.

The President of the Council shall preside at meetings of the Council and the Executive Committee. He/she shall have the power to make and execute contracts in the ordinary business of the Council and for and in the name of the Council to execute other legal instruments when authorized by the Board.

The President shall have such powers and duties as from time to time may be assigned to him/her by the Board.

Section 3. Vice President.

In the absence of the President, or in the event of his/her inability to act, or if that office is temporarily vacant, the Vice President shall exercise all the powers and perform all the duties of the President of the Council.

Section 4. Treasurer.

The Treasurer shall have general supervision over the care and custody of the funds and securities of the Council. He/she shall deposit the same or cause the same to be deposited in the name of the Council in such banks or other depositories as the Board may direct. He/she shall cause the funds of the Council to be disbursed by checks or drafts upon the authorized depositories of the Council and shall cause to be taken and preserved proper vouchers for all funds disbursed. He/she shall keep or cause to be kept, full and accurate accounts of all receipts and disbursements of the Council and shall present to the Board, whenever requested, a complete report of receipts and disbursements and of financial conditions. He/she shall perform such duties as may be assigned to him/her from time to time by the Board.

Section 5. Secretary.

He/she shall keep the minutes of all meetings of the Council. He/she shall be responsible for the giving and serving of all notices of meetings of the Council and, in general shall perform all duties incident to the Office of Secretary and shall have such other powers and duties as may be assigned to him/her by the Board.

Section 6. Vacancies.

A vacancy in any office shall be filled for the unexpired portion of the term by the Board at any regular meeting, or at a special meeting called for that purpose.

ARTICLE VII - COMMITTEES

Section 1. Executive Committee.

It shall be the purpose of the Executive Committee to conduct the necessary and routine business of the Board between meetings of the Board of Directors.

The Executive Committee shall consist of the following members of the Board:

- a. The President, who shall serve as Chairperson of the Executive Committee
- b. The Vice President
- c. The Treasurer
- d. The Immediate Past President
- e. Secretary
- f. The Chairperson of the Medical Direction Committee
- g. A Director at large (selected by the Board)
- h. The Executive Director, who shall serve in an ex-officio capacity without a vote (and the Executive Director may be asked to leave such meeting - by a majority vote of the other Directors present at that time - if the issue to be discussed is regarding such person's performance or compensation)

No more than two directors from any single political subdivision shall serve on the Executive Committee. A vacancy occurring on the Executive

Committee shall be filled at any regular meeting of the Board or at any special meeting called for that purpose.

Section 2. Nominating Committee.

The Nomination Committee shall be appointed by the President with the consent of a majority vote of the Board present at such meeting. The Nominating Committee shall be composed of not more than one (1) Director of the Board from any of the participating political subdivisions and shall have no fewer than three (3) members. The Nominating Committee shall be appointed sufficiently in advance of the election date so as to perform their duties in an orderly manner.

Section 3. Standing Committees.

The following Committees shall be standing Committees in existence at all times:

- a. There will be a Disaster Planning Committee whose mission is to provide guidance and coordination on a regional basis for a unified and immediate emergency medical services (EMS) mutual aid response by pre-hospital and hospital agencies to, and the effective emergency medical management of, the victims of any type of Mass Casualty Incident (MCI) or disaster.
- b. There will be a Performance Improvement Committee whose mission is to systematically review data of all agencies to improve the quality of patient care on an ongoing basis.
- c. There will be a Trauma Performance Improvement Committee whose mission is to systematically review trauma data of all agencies to improve the quality of trauma patient care.
- d. There will be a Stroke Triage Committee whose mission is to establish a uniform set of criteria for the pre-hospital and inter-hospital triage care and transport of acute stroke patients within the region.
- e. There will be a Regional EMS Instructor Network with the purpose of discussing regional educational performance improvement relating to EMS training, instructors, and Consolidated Test Sites (CTS).
- f. There will be a Medical Direction Board whose mission is to coordinate and oversee the medical direction function of the Council's EMS system.

- g. There will be a Training Committee whose mission is to develop and implement training programs for the various certification levels and specialty programs. The committee will be comprised of the Jurisdictional EMS Education Coordinators from each locality and/or agency represented within the Council region.

The President may appoint or authorize the appointment of such other committees as may be deemed necessary or appropriate to carry out the purpose of the Council.

Section 4. Committees at Discretion of the Board.

Each Committee shall be appointed by the Board, shall have at least two members, and shall serve at the pleasure of the Board. The Board may remove and replace committee members at any time for any reason by a majority vote.

The President shall have the power to name the committee chairpersons, who if possible, should be a member of the Board of Directors, and if not possible, should be a person who has expertise or knowledge in the committee's mission.

Section 5. Voting & Quorums.

- a. Vote In Person – No Proxies. Each Committee member at a meeting shall be entitled to one vote. No proxies are permitted – voting must be in person.
- b. Quorum Requirements.
 - 1. **Executive Committee Meetings.** A quorum shall be present if at least one-third of the Executive Committee Members are present.
 - 2. **Other Committee Meetings.** A quorum shall be present if at least one-half the committee members are present.

Less than a quorum may adjourn a meeting.

ARTICLE VIII – ANNUAL AND OTHER REPORTS

The President, Secretary, and Treasurer shall present to the Board at its Annual Meeting, a report, verified by them, showing the whole amount of

real estate and personal property owned by the Council, where located, and where and how invested, the amount and nature of the property acquired during the year immediately preceding the date of the report and the manner of its acquisition; the amount applied, appropriated or expended during such year and the purposes, objects and persons to or for which such application, appropriations and expenditures have been made; and the names and addresses of the Directors of the Board and Officers of the Council, which report shall be filed with the records of the Council and an abstract thereof entered in the minutes of the proceedings of the Annual Meeting of the Board of the Council. The Council shall also publish at least annually a report or reports adequately summarizing the activities of the Council and shall make such reports and the financial report specified above, available to each Director of the Board, the participating political subdivisions, and shall otherwise cause these reports to be given wide distribution.

Audit Required Each Year. A financial audit will be performed annually and presented to the Board.

ARTICLE IX – EXECUTIVE DIRECTOR

The Board shall be empowered to employ an Executive Director and such assistance as it may deem necessary for the carrying out of the purposes of the Council, at such salary or salaries as may be set by the Board. The Executive Director is the Chief Executive Officer of the staff and is responsible to the Board for the maintenance and operation of the Council's offices and acts under the immediate direction of the Board. The Executive Director is responsible for carrying out the policies and programs of the Council in accordance with the Articles of Incorporation, Bylaws, and policies adopted by the Board. The Executive Director shall be bonded in an amount sufficient to cover his/her responsibilities with the cost of such bond to be borne by the Council. The Executive Director is responsible for supervising/coordinating all staff and consultant services provided to the Council, and for preparing and presenting a proposed budget and work program to the Board. It is expected the Executive Director will attend all board meetings, report on the progress of the organization, answer questions of the Board members and carry out the duties described in the job description. The board can designate other duties as necessary. The Board

may ask the Executive Director to leave any meeting at any time, but it is anticipated this will only be done if the discussions involve the Executive Director.

ARTICLE X - EXECUTION OF INSTRUMENTS

All checks, bills of exchange, notes or other obligations or orders for payment of money shall be signed in the name of the Council by the Executive Director, President, Vice President or Treasurer or such other officer or officers as the Board may, from time to time, designate by resolution.

The Executive Director, President, Vice President, and Secretary shall have the authority to sign checks on behalf of the Council. All persons authorized to execute the instruments set forth in the Articles or to otherwise deal with the receipts and payments of funds of the Council shall be bonded by a corporate surety bond in an amount not less than the annual budget for this Council.

ARTICLE XI - FISCAL YEAR

Section 1. Period.

The fiscal year of the Council shall be from the first day of July to the thirtieth day of June, inclusive, or such other twelve-month period as the Board may designate by resolution.

Section 2. Budget.

Prior to the close of each fiscal year, the Board shall adopt a budget of income and expenses to control the finances of the Council during the next ensuing fiscal year. The adopted budget for any year may be revised from time to time at any meeting of the Board in light of changing conditions.

ARTICLE XII - DISSOLUTION AND DISTRIBUTION OF ASSETS

Should it become necessary for the Council to dissolve its organization, it will be done by a vote of two-thirds of all Board of Directors in office (not

just those present at that meeting) and in accordance to State of Virginia and federal regulations.

Upon the dissolution of the Council, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the IRS code, or corresponding section of any future federal tax code, or shall be distributed to the federal, state or local government which is served by the Council. Any such assets not disposed of shall be disposed of by the Court of the county in which the principal office of the Council is then located, exclusively for such purposes or to such organization(s) as said Court shall determine which are organized and operated exclusively for such purposes.

ARTICLE XIII - AMENDMENTS

These Bylaws may be amended or repealed at any meeting of the Board by an affirmative vote of two-thirds (2/3) of the Directors in office (not just those present) - but notice of the proposed change shall be sent out at least 15 days before the meeting at which such vote will occur.

ARTICLE XIV - INDEMNIFICATION

The Council may indemnify a director as allowed under Virginia Code Section 13.1-876, as amended.

The Council shall indemnify a director as required under Virginia Code Section 13.1-877, as amended.

The Council may pay for or reimburse reasonable expenses incurred by a director who is a party to a proceeding as allowed under Virginia Code Section 13.878, as amended.

A director may apply to the court for indemnification as provided for under Virginia Code Section 13.1-879.1

The determination and authorization of indemnification shall be made as provided for in Virginia Code Section 13.1-880, as amended.

Indemnification of officers shall be as provided for under Virginia Code Section 13.1-881, as amended.

The Corporation shall purchase a reasonable level of directors' and officers' liability insurance, the limits of which shall be determined by the Board.

Article XV - Virginia FOIA

The Council shall comply with the Virginia Freedom of Information Act (Chapter 37 of Title 2.2, as amended) as applicable when the requestor follows the outlined steps cited in the referenced document.

These amended and restated bylaws were adopted on October 21, 2015, to be effective as of that same date.



PRESIDENT, BOARD



SECRETARY, BOARD

Revision History

Description of Change	Change Effective Date
Revised & Approved by Board of Directors	10/2007
Revised & Approved by Board of Directors	5/2008
Revised & Approved by Board of Directors	9/2009
Approved by Board of Directors w/no revisions	12/2009
Approved by Board of Directors w/revisions	10/2015