

FIRE AND EMS COMMISSION

Minutes of the July 9th, 2015 Meeting

Commission Attendees: Bryan Conrad, Frank Davis, David Weiss, Jacob White, Tony Roper, Matt Hoff, and Beth Leffel.

The meeting was called to order at 6:35 pm.

There was a motion to approve the agenda by Bryan Conrad, seconded by Jacob White. The vote for approval was unanimous.

There was a motion to approve the minutes for the June 11th, 2015 meeting by Bryan Conrad and seconded by Matt Hoff. The vote for approval was unanimous.

Report from Director:

The Commission reviewed the report of the Director.

- Fee-for-service (FFS) Update – Last month, the Department responded to calls resulting in approximately \$59K of billable fees. To date approximately \$15K has been collected both Medicare and Medicaid approval has been received.
- Training Update – the Fire Fighter I class was successful with 18 people completing it. Several have been seen running calls since the class finished.

It was noted that Dr. Cathy Seals, Director of Curriculum for Clarke County Public Schools would like to resume conversations about Firefighter/EMT class offering at the high school – Frank Davis will contact her.

Report from Fire and EMS Representatives:

A summary was shared prior to the meeting, on the presentation given at the Fire and Rescue Association meeting on June 22, 2015. Attendance was minimal and only one set of written comments for the draft Strategic Plan have been received.

Review of Draft Strategic Plan:

- Data from Chiefs on staff and budget
 - Laure Wallace contacted Chiefs and Presidents of each Company requesting information for the strategic plan: # of volunteers and certification levels, # of career staff and certification levels, yearly budget, supplementation from local government and revenue required from fundraising. Information was received from two companies and the third company will be sent a reminder.
- Review of pictures – pictures were not reviewed, but there was discussion that permission should probably be obtained for minors
- Update of organization chart – chart has been updated and the newer version will be in the next draft of the strategic plan

Development of working groups

- Technology – the Sheriff has established a committee to address technology requirements. Issues surrounding “communications” is a critical component, therefore he has requested Commission representation on the committee. David Weiss made the motion to appoint Bryan Conrad and Frank Davis to the committee. The second was made by Matt Hoff followed by unanimous vote of approval.
- FFS budgeting – the commissioners discussed the process to develop the budget at length.
 - The Commission will outline the overall plan for the budget which will be aligned with the goals defined in the strategic plan. The plan will be based on the premise that FFS revenue will first be budgeted to meet expenditures (at this time comprised of personnel) and then if there is additional revenue available it will be distributed in a “performance-based” method to Companies.
 - Consensus that Frank Davis is responsible for preparing the budget based on the plan developed by the Commission. He should work with 1-2 commissioners and Tom Judge. (No members were appointed)
 - Frank Davis presented a list of future items that could be considered as needs to be funded from FFS revenue: payment of insurance for the volunteer Companies, standardizing equipment, purchasing maintenance agreements for equipment, identification/purchase of equipment that could be shared throughout the County (e.g, all-terrain-vehicle used for extrication), retention programs, etc.
- Setting performance standards – a subcommittee was appointed to draft the metrics by which goals in the strategic plan would be measured. Members are Matt Hoff, Jacob White and Beth Leffel. The first draft will be presented at the October meeting.

New Business

- Bryan Conrad reported that the Regional Recruitment and Retention Group is undergoing reorganization. Companies in Frederick County, Clarke County and the City of Winchester are supposed to be reporting data on recruitment/retention to this regional group and when there is compliance, Bryan will deliver to the Commission.
- It was noted that the commission has not prioritized goals and that could be done as the strategic plan is reviewed and finalized at the next meeting.

Next meeting: August 13th, 6:30 pm, AB Conference Room/Government Center.

The meeting was adjourned at 7:55 pm on the motion of Jacob White with a second from Tony Roper.