



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

MINUTES

(added to agenda in orange font)

February 29, 2016 6:30pm

County Government Building – Conference Room of Fire & EMS Director

Present: Van Armacost, Bryan Conrad, Frank Davis, Matt Hoff, Beth Leffel (Chairman), Tony Roper, David Weiss

Meeting was called to order by the Chairman at 6:30pm.

1. Approval of agenda

Motion for approval by Mr. Hoff; second by Mr. Roper. Unanimous vote to approve.

2. Discussion of budget request

At this time, there is only one revenue stream for which the Commission needs to review; the request has been submitted to the Board of Supervisors (BOS) for consideration. The revenue source is that obtained from Fee-for-Service (FFS) collections.

- The budget committee recommended that monies remaining after funding the needs of the Department be reserved by the BOS in an “emergency fund” for the Department. It is expected that this will be approximately \$10,000. There was concurrence within the Commission that this be the recommendation.
- The budget request, submitted by the Director to the BOS, included the following items that could be funded with the revenue generated by FFS:
  - Salary for the Director
  - Salary for the Fire & EMS Billing Coordinator. The Commission discussed if there was merit in a request for making this position full-time; consensus that there was.
  - Facility and Apparatus county-wide insurance policy
  - Uniforms/turnout gear
  - Medical supplies no longer available from Winchester Medical Center
- It was noted that the members of the previous BOS held the position that FFS revenue would be used to support the Fire and EMS Department and not be used as a general revenue stream. The position of the current Board will not be clear until the budget is actually reviewed and the BOS approve it. However, there has been no indication thus far that the current Board will not support the use of FFS dollars to maintain and improve Fire and EMS function and operations.

3. Adjourn

Motion to adjourn at 7:20pm by Mr. Armacost; second by Mr. Conrad. Unanimous vote for approval.

The next regular Commission meeting is scheduled for March 10, 2016 at 6:30pm.