



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

MINUTES

(added to Agenda in orange font)

May 12, 2016

6:30pm

Berryville Clarke County Government Center – Meeting Room AB

Present: Bryan Conrad, Frank Davis, Matt Hoff, Beth Leffel (Chair), Tony Roper, Laure Wallace, David Weiss

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

1. **Approval of Agenda**

Motion for amendment, by Mr. Conrad, to add an administrative item: discussion of SOPs (Standard Operating Procedures) regarding dispatch and establishing policies; second by Ms. Wallace. Unanimous vote to approve the agenda as amended.

2. **Convene Closed Session pursuant to §2.2-3711-A1 to discuss specific employees or appointees**
Motion by Ms. Wallace; second by Sheriff. Roper. Unanimous vote to approve.

3. **Reconvene Open Session**

Motion by Mr. Conrad at 7:10pm; second by Ms. Wallace. Unanimous vote to approve. Certification (unanimous concurrence) documented by roll-call vote by Dr. Leffel.

Action: No action was taken.

4. **Approval of Minutes – April 14, 2016 and April 28, 2016**

Motion for approval of April 14th minutes by Ms. Wallace; second by Mr. Conrad. Unanimous vote to approve. Motion for approval of April 28th minutes by Mr. Conrad; second by Mr. Hoff. Unanimous vote to approve.

5. **Administrative**

a. **SOP Procedures for Dispatch and Setting Policy**

- i. The Commission discussed issues surrounding Fire and EMS SOPs, some of which include the following:
- Authorship – the Director is responsible for authorship of Fire and EMS SOPs
 - Approval process – there continues to be misunderstanding of how Fire and EMS SOPs are integrated with, and approved, by the Sheriff's Office. The Commission needs to define this and a process established by which approval and communication regarding approval is correct and efficient



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- Account of SOPs – since the Working Group was formed (prior to the Commission), the issue of outdated or non-existent SOPs has been a problem. It was an early goal for the newly formed Department to rectify the situation and it seems that has not been done. It was suggested that the Commission needs to resolve immediately, even if that means the Commission must author SOPs. Mr. Hoff volunteered to circulate a Table of Contents from Fairfax County so that he and Mr. Davis can then work together to identify gaps and present this to the Commission for discussion on action.
6. Public Comment
Chief Burns, from Company 8 spoke on improving cooperation with the Director.
 7. Unfinished Business
 - a. 2016 Annual Operating Plan draft tabled until the June meeting
 8. Report from the Director of Fire and EMS (Frank Davis)
continues to work with FEMA for reimbursement from the blizzard of 2015
 9. Report from the Fire and Rescue Association Representatives (Matt Hoff and Van Armacost)
Completed incident reviews; there is still no Medical Director for the region; there are questions on who (if) we have an EMS Educator
 10. New Business
 - a. Action items resulting from closed session – none
 11. Adjourn
Motion to adjourn at 8:10pm by Sheriff Roper; second by Mr. Hoff. Unanimous vote for approval.

The next regular Commission meeting is scheduled for June 9, 2016 at 6:30pm.