



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

EMS Commission Meeting Minutes

July 13th, 2017 6:30pm

Clarke County Government Center – Meeting Room AB

Attendees: Matt Hoff, Acting Chairman
David Weiss
Anthony Roper
Diane Harrison
Jacob White
Brian Conrad

Staff: Brian Lichty
Pam Hess

Absent: Van Armacost

The Meeting was called to order at 6:30pm by Vice Chairman Hoff. Chairman Armacost is out of town.

1. Approval of Agenda – Mr. White made a motion to accept the agenda as presented. Sheriff Roper seconded the motion. The motion passed with all in favor.
2. Approval of May 11th, 2017 Minutes – Sheriff Roper made a motion to accept the minutes from the May 11, 2017 meeting as presented. Mr. White seconded the motion. The motion passed with all in favor.
3. Administrative
 - Status of Citizen replacement - Supervisor Weiss
 - i. Mr. Weiss introduced new member Diane Harrison to the Commission.
 - ii. Mr. Weiss explained that the County continues to look for a replacement for Dr. Leffel. The Commission members should let Mr. Weiss know if they are aware of anyone who would like to serve. He hopes to have someone in place by September 2017.



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- iii. There are several Commission positions that are coming up for renewal soon. Director Lichty will have a list of the ending terms at the next Commission meeting.
 - Update on AD&D policy info – County Administrator Ash/Director Lichty
 - i. The resolution passed at the BOS work session on Monday, July 10, 2017.
 - ii. Mr. Tom Judge (Joint Administrative Services Director) and Director Lichty are in the process of putting out procedures regarding claims and purchasing. The financials for coverage are being fine-tuned.
4. Committee Reports –
 - Standards
 - i. The Standards Committee met on Tuesday, July 11, 2017. A handout from that meeting is attached to these minutes.
 - Technology
 - i. The Technology Committee did not meet.
 - Budget – Establishing subcommittee for FY 19 budget
 - i. Chairman Armacost requested that a Budget Committee for this body be appointed at tonight’s meeting. Chairman Armacost advised Vice Chairman Hoff that he was willing to serve on the Committee, but Mr. Weiss stated that Chairman Armacost should not serve because he is Chairman for the Commission. (Mr. Conrad joined the meeting at 6:40) Director Lichty is an automatic member.
 - ii. Duties will include working on and submitting the budget for the coming fiscal year for Fire and Rescue. The goal is to submit the budget as one organization. The budget process is being kicked off on August 9 beginning with meeting with the fire companies.
 - iii. Ms. Harrison and Mr. White volunteered. David Weiss volunteered Mr. Judge to work with the committee through-out creating budget and submission of the budget. Director Lichty and Mr. Weiss will work out the details.
5. Unfinished Business – There was no unfinished business.



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6. Report from the Fire and Rescue Association – This item was deferred to the Directors Report.
7. Report from the Director of Fire and EMS – Director Lichty gave his report (see attached documentation). The following items were discussed.
 - a. Director Lichty is unable at this time to identify why the dollar amount for fees for service is slightly under last year's. There is no data to make a determination.
 - b. The RSAF grant was discussed, with three options being presented. An additional \$31,000 will need to be requested from the County as the grant requires a 50/50 share of the expense.
 - i. Sheriff Roper made a motion that the Commission proceed with staff recommendation on option two and that the Commission approve Director Lichty to make that presentation to the County BOS Finance Committee. Mr. Conrad seconded the motion.
 - ii. After further discussion, it was decided that the Sheriff's Office would work with Director Lichty to help provide equipment that the Sheriff's Office may currently have, or have already received funding for, that isn't being used.
 - iii. The motion was passed with Ms. Harrison, Mr. White, Mr. Conrad, and Sheriff Roper voting in favor and Mr. Weiss and Vice Chairman Hoff abstaining.
 - c. The Virginia OEMS Chapter 32 Medic Variance will more than likely be rescinded with the approval of this chapter. Director Lichty will be discussing this with Chiefs. Mr. Weiss requested that Director Lichty let the County Board of Supervisors know when a plan is formulated. The Commission looks forward to Director Lichty's recommendation.
 - d. Sheriff Roper commented that Director Lichty is appreciated by the Sheriff and his staff. Vice Chairman Hoff thanked the Director of his report.
8. Public Comment – There was no public comment.
9. New Business



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- a. The Commission discussed the new policies being implemented by Director Lichty and the process the Director is using to implement said policies. The Commission decided that, beginning with the next Commission meeting, Director Lichty will bring recommendations regarding policies to the Commission before presenting them to the Chiefs. The Commission reserves the right to modify this decision as the Commission evolves.
 - b. No other new business.
10. Adjourn – Being nothing further Sheriff Roper made a motion to adjourn, and Mr. White seconded the motion. The motion passed with all in favor and the meeting was adjourned at 7:37 pm.

The next meeting is on August 10th, 2017 at 6:30pm in the Clarke County Government Center – Meeting Room AB