



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

MINUTES

February 8th, 2018

6:30pm

Clarke County Government Center – Meeting Room AB

Attendees: Matt Hoff, Chairman  
Bryan Conrad  
Van Armacost  
Diane Harrison  
Jacob White  
Andrew Nicholson

Absent: David Weiss  
Tony Roper

Staff: Brian Lichty  
David Ash  
Pam Hess

Chairman Hoff called the meeting to order at 6:32pm.

1. Ms. Harrison made a motion to approve the agenda. The motion was passed with all in favor.
2. Mr. Armacost pointed out the date noted on the January 11<sup>th</sup>, 2018 meeting minutes for the end of his Chairman term was incorrect. The actual end date is effective tonight February 8<sup>th</sup>, 2018 with Mr. Hoff's term starting. Mr. Armacost made a motion to approval the minutes from the January 11<sup>th</sup>, 2018 meeting with the correction made. The motion was passed with all in favor.
3. Committee Reports –
  - Standards – (see attached reports) No questions or comments.
    - i. Discussion of Recommendations – Mr. Lichty reminded everyone of the report submitted in December 2017 listing the five recommendations that the Standards Committee wanted input on. Start considering options and/or thoughts and will be discussed further in the upcoming months.



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

- Technology – Mr. Conrad stated the meeting that was scheduled was cancelled therefore nothing to report at this time.
- Budget/Preparation – Mr. Lichty will be presenting to the Finance Committee all budget requests next week Thursday, February 15th, 2018. Mr. Conrad asked Mr. Lichty for more details in his request for adding two full time Career staff positions. Mr. Lichty explained that his request is to convert two part time positions into full time positions. Right now overtime costs and part time employee costs are skyrocketing. Due to the Clarke County personnel policy change effective July 1<sup>st</sup>, 2017 (PD-121101-05, Chapter 4, Section 4.3) concerning annual leave accrual and balances, the current five full time Career staff employees have extremely high balances and in order to get those balances down you have to back fill coverage for their days off with the part time staff. Unfortunately most of the part time staff is working over with their full time jobs not allowing for as much scheduled time here. Mr. Lichty further explained that he would like to change the current schedule of the full time staff from working every fourth day to every third day. This change would absorb one of the requested positions and the second would dramatically minimize the overtime and part time costs in turn giving more stability in the schedule. The part time staff can't be utilized to fill in unexpected gaps, such as someone calling in sick, due to their full time jobs. Mr. Conrad asked how this would affect the Fair Labor Standards Act (FLSA). Mr. Lichty explained that this is the second part of the issue. The staff is currently working an FLSA schedule but being paid as a forty hour employee incurring additional overtime costs. Ms. Harrison asked Mr. Lichty if he thought this would end up costing less or break even, and Mr. Lichty thinks this will cost less. This has been discussed with the full time staff and they are not necessarily for or against the change. Mr. Lichty also stated that we need to think to the near future of potential retirements of some of the full time staff. The decision was made the Ms. Harrison and Mr. Armacost will join Mr. Lichty for the presentation.
  - i. Funds use request-The EMS Committee was awarded an RSAF grant for the video laryngoscopes. The request is to “borrow” the money from the County to purchase the equipment, the individual stations would pay their portion back to the County directly and once the grant



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

state match money was received it would be sent back to the County for reimbursement. They are asking to establish a process such as this when doing county wide projects in the future where the County acts as the administrator and the funding is replenished. Mr. Conrad made a motion to recommend to the Finance Committee to proceed with this request/process. The motion was passed with all in favor.

- ii. Incentive Program-Mr. Lichty will take the options to all the Chiefs/Stations for their input/preference then bring back to Commission for recommendation to the Board of Supervisors.
- iii. OMD Budget Request-Dr. Christopher Turnball, Clarke County's current Operational Medical Director (OMD), has requested a \$5000 stipend to be awarded annually and running concurrent with the County's fiscal year to help cover some of his expenses. This is a new budgetary request and fair monetary comparison to other jurisdictions. Mr. Conrad made a motion to support the request. The motion was passed with all in favor.

4. Unfinished Business – Mr. Lichty stated that the Blue Ridge staffing request sent to the Board of Supervisors (BOS) has been added to the work session agenda for next week. They will most likely look for a recommendation from the Commission. Are there any thoughts or questions that he can get answers for? Mr. White asked what is the current process for requesting career staff. Mr. Lichty stated that there isn't one right now. Mr. White and Chief Jason Burns said the process is noted in the written agreement for any staffing request to be submitted to the BOS. (Mr. Nicholson excused himself at 6:59 pm from the rest of the meeting due to a prior commitment) Chairman Hoff stated that the BOS will discuss and refer back to the Commission what they need. Mr. Ash asked to comment and Chairman Hoff allowed. Mr. Ash confirmed that this is on the BOS work session agenda for next week. Mr. Ash also commented that he is in receipt of a second letter from the Fire and Rescue Association for a different recommendation that he will be addressing with the BOS during the work session. Mr. Ash anticipates that the BOS will discuss everything and refer this back to the Commission for their thoughts/recommendations.



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

5. Report from the Fire and Rescue Association-Mr. Lichty stated they discussed the RSAF grant and the potential of doing another combined grant request for a couple of other items.
6. Report from the Director of Fire and EMS-Mr. Lichty presented his report. (see attached) No questions or comments at this time.
  - Quarterly Report-Draft-passed around as well as included in packets
7. Public Comment-None
8. New Business
  - a. Agenda Change-Chairman Hoff and Ms. Harrison suggested to move the public comment portion of the meetings to the beginning to follow the same formatted order as other Clarke County meetings do. Ms. Harrison made a motion to move the public comment section after approval of agenda. The motion was passed with all in favor.
9. Adjourn – Ms. Harrison made a motion to adjourn. The motion was passed with all in favor at 7:15 pm.

Next meeting is on March 8<sup>th</sup>, 2018 at 6:30pm in the Clarke County Government Center – Meeting Room AB.