



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

MINUTES

April 12th, 2018

6:30pm

Clarke County Government Center – Meeting Room AB

Attendees: Matt Hoff, Chairman
Bryan Conrad
Van Armacost
Diane Harrison
Jacob White
David Weiss
Tony Roper

Absent: Andrew Nicholson

Staff: Brian Lichty
Pam Hess

Chairman Hoff called the meeting to order at 6:30pm.

Mr. Roper made a request to bring the Blue Ridge staffing request up to the Unfinished Business section of the agenda, all were in favor.

1. Mr. Roper made a motion to approve the agenda as amended. The motion was passed with all in favor.
2. Public Comment - None
3. Mr. Conrad made a motion to approve the minutes from the February 8th and March 8th, 2018 meetings. The motion was passed with all in favor.
4. Committee Reports –
 - Standards – (see attached reports) No questions or comments.
 - i. Discussion of Recommendations – Mr. Lichty will discuss at the same time with the unfinished business section.
 - Technology – Mr. Roper stated there was nothing to report at this time.



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- Budget/Preparation
 - i. Budget Update – Mr. Lichty informed everyone that the budget process is at the last stage. As of now all budget submission for Fire and Rescue have passed. Mr. Weiss briefly went over the additional revenue options that have been presented to the Board of Supervisors (BOS). The Finance committee has recommended for both options to be accepted by the BOS and the final vote is scheduled for Tuesday April 17th, 2018.

5. Unfinished Business

- Quarterly Report-Draft-Mr. Lichty discussed how the report will be used by each station and that the Four for Life funds will not be released until the stations have completed their quarterly report along with receipts and sent to Mr. Lichty for submission to the State.
- Blue Ridge Staffing Request-BOS request for review & recommendation – Mr. Lichty went over all the system wide options that he had written out and suggested to the BOS to help resolve this request covering a full spectrum. The commission needs to decide which one or ones they would like to recommend to the BOS. There was a lengthy discussion involving some of the potential options, Mr. Roper questioned whether the commission needs an additional 30 days for review prior to voting/recommending, Chairman Hoff wants to look at actual costs breakdown further, Mr. Armacost commented on the calculations for the system fails, Mr. White voiced his concern that one person wouldn't be able to do anything as driver only, Mr. Lichty stressed the factors of location with the river and meeting the needs of the residents, Mr. Armacost went over the basic coverage for staffing shifts, Mr. Weiss confirmed what the BOS is requesting from the Commission- a strategy and recommendation, how to handle the situation, does one of Mr. Lichty's suggestions fit what the commission feels would work and function for the system, this is not just Mr. Lichty's decision to make because the BOS wants the commissions expertise and opinions/advice so that it's not a dictation from the BOS only. Chairman Hoff suggested that Mr. Lichty work on his suggestions of 1a and 2a with cost calculations to come back to the commission with next meeting. Mr. Weiss stated the BOS wants to know what the approach for future will be as well from Commission. Ms. Harrison questioned is any specific times of the day or night are where staffing problems are an issue, Mr. Lichty informed



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that as of the data now there are no better or worse times than others. Mr. Conrad made a motion to have Mr. Lichty present defined calculation of his suggestions of 1a and 2a at the next meeting on May 10th, 2018. Voting- For-Ms. Harrison, Mr. Conrad and Mr. Armacost, Abstained-Mr. Weiss, Against-Mr. Roper and Mr. White.-Motion passed.

Mr. Roper left the meeting at 7:15pm.

6. Report from the Fire and Rescue Association – Mr. Lichty informed the training for the video laryngoscopes were held today-2 sessions-1 day and 1 evening.
7. Report from the Director of Fire and EMS – Mr. Lichty presented his report. (see attached) Mr. Lichty informed the Commission that the County has agreed to absorb the balance of the Town of Berryville’s reduction in annual contribution. No other questions or comments at this time.
8. New Business
 - Fire & Rescue Association Budget Letter – BOS request for review and recommendation – this was already sent to the BOS and with the finance committee. The commission agreed and Mr. Conrad mentioned that the Commission all agreed to continue with the County procurement system as well– Mr. White made a motion to have the Commission support the letter to the BOS. Voting- For-Mr. White, Ms. Harrison and Mr. Armacost, Against-Mr. Conrad, Abstained- Mr. Weiss and Chairman Hoff. Motion passes.
9. Mr. White made a motion to adjourn. The motion was passed with all in favor at 7:36pm.

Next meeting is on May 10th, 2018 at 6:30pm in the Clarke County Government Center – Meeting Room AB