



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

MINUTES

May 10th, 2018 6:30pm

Clarke County Government Center – Meeting Room AB

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

Absent: None

Staff: Brian Lichty
Pam Hess
David Ash
Terri Catlett- Board of Supervisors

Chairman Hoff called the meeting to order at 6:30pm. (recording started at 6:32pm)

1. Mr. Conrad made a motion to approve the agenda. The motion was passed with all in favor.
2. Public Comment – Chief Jason Burns thanked Mr. Roper for his motion for the increase in stipends but wanted to express frustrations that Blue Ridge has concerning more proficient systems/processes especially when dealing with grants, if salaries are increasing, personnel changing from part time to full time, vehicles being bought but the County states that they never have any money questions arise. The additional revenue from Fee for Service-Blue Ridge is adamantly against this and understands that there could be repercussions if they refuse to abide but this was not what was originally planned. They only want to provide the best service

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they can but doesn't feel it should impact the residents this way. They feel that the direction this is going especially with the growth of the County will have a huge impact on Fire and EMS, especially EMS. He suggests that if the Commission is going to be as involved as they have been in the last year with day to day operations then read the packets ahead of time, ask questions, come to the stations and meet the people that are there getting to know what is going on. He concluded with a request to look at the stats for the Blue Ridge staff request stating that one person will not provide better service, compare to Boyce, one person is not enough.

3. Mr. Conrad made a motion to approve the minutes from the April 12th, 2018 meeting. The motion was passed with all in favor.
4. Committee Reports –
 - Standards – (see attached reports) No questions or comments.
 - i. Response Evaluation Report – page 14 in packet-recommendation is needed-Mr. Armacost questioned on recommendation #2 what would the plan of improvement be and the difficulties behind it. Mr. Lichty explained that it could be establishing a duty crew or duty officer to help with responses. Mr. Roper asked what is the process for implementation, does it go back to Association/Chiefs. Mr. Lichty stated that depending on what it was it could, but if there are certain days/times that could be committed to that would help with coverage. The five options presented from the subcommittee group are just that options to choose from. Converting the box numbers to ESN numbers is to better help respond to a locations geographical area. Mr. Roper made a motion to adopt all 5 recommendations with Mr. Lichty to report and document back to Commission. Chairman Hoff asked if there was anything else to discuss or questions. Mr. Conrad suggested that the Standards Committee should come back with reporting for measuring progress. Mr. Weiss asked Mr. Armacost if he thought that the volunteers won't buy into this program. Mr. Armacost was

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hopeful but it's a struggle when everyone has to work their regular jobs and Mr. Roper commented that this is an opportunity to look at everything and see what's working or what actions need to be taken for adjustments. Mr. Armacost asked for further explanation on option #4. Mr. Lichty explained that it would give a realistic number for response to calls or potentially a board approved expectation-not adopted at this time just been used to track and measure. Mr. White confirmed that everything would still come back to this commission prior to making any changes. Mr. Armacost asked if the response time would be raised and Mr. Lichty confirmed that the goal is to lower the time not raise it. Ms. Harrison and Mr. Conrad explained that this would be an implementation to move forward to see what will work. Mr. Roper's motion was confirmed and the motion was passed with all in favor.

- Technology – Nothing to report at this time.
- Budget/Preparation
 - i. Budget Update – Mr. Lichty stated that the BOS passed and set the new tax rate. All of the Fire and EMS requests were approved. Regarding the budget, Mr. Weiss brought to everyone's attention the Fee for Service utilization, that it is a written policy (attached in packet), and that the Fee for Service money is all documented and spent on EMS services to clear any misconceptions that are out there.

5. Unfinished Business

- Volunteer Incentive Program-(see attached) – Recommendation-There were questions and discussions on if there were any surplus of the amount designate-where would it go, overall appears that options 3 & 4 are the better of the choices, defining an operational member, reporting thru IAM responding for tracking and clarification that the incentive amount is set as a whole pot not divided equally between the 3 stations and done as a reward. Mr. White made a motion to adopt option 2 with a request from the committee on how the funds will be divided. Further discussion regarding

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clarification on the money, what the main goal is, rewarding for improvements, should it be based on people at the station or improving response times, tracking, this is to incentivize activity in all stations. Mr. White withdrew his motion. Mr. Conrad made a motion to direct Mr. Lichty to come up with more detailed descriptions of how each option would be divided and table this discussion until next month. Voting For-Mr. Conrad. Voting Against-Mr. Roper, Ms. Harrison, Mr. White, Mr. Armacost, Mr. Nicholson. Abstained-Mr. Weiss. Motion failed. Mr. Roper made a motion to accept option number 3 as it is listed. Voting For-Mr. Roper, Mr. Armacost, Mr. Nicholson, Mr. Conrad. Voting Against-Mr. White, Ms. Harrison. Abstained-Mr. Weiss. Motion passed.

- Blue Ridge Staffing Request Costs & Review – Recommendation-Mr. Roper stated that after looking over the options provided that he had misunderstood some of the previous discussions. Mr. Roper asked Chief Burns to confirm his statement during Public Comments that he stated that one person would not help. Chief Burns explained that he will accept whatever help is given but statistically he doesn't believe one person will help to get response times down if that is the main goal. Mr. Lichty went through all of the options with further explanation (see attached) and expressed that Blue Ridge is the main priority right now but still need to evaluate the system as a whole, trying to find the best resolution. Further discussion regarding how to monitor/controlling placement of staffing, new full time career positions to help take over burden from part time availability, the volunteer's crucial role to help fill the gaps, and implementation with evaluation. Mr. Lichty stated that the BOS wants a recommendation from the commission, not saying that it may have to come back for reworking. This is a system approach to Blue Ridge's request. Mr. Roper made a motion to submit the average monthly cost of \$5497.50 for 12 hour coverage daily for 30 days with evaluation monthly to the BOS assuming the money can be funded. Further discussion regarding what criteria would be used for monthly evaluation, look at how this person is being used, response times for the system, better to stay on the lower end of the financial cost for now and evaluate later as well. Voting For-

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Mr. Nicholson, Ms. Harrison, Mr. Conrad, Mr. White, Mr. Roper. Voting Against-Mr. Armacost. Abstained-Mr. Weiss. Motion passed.

6. Report from the Fire and Rescue Association – Mr. Lichty and Mr. Conrad reported that there were discussions about the Fee for Service changes, that there are a lot of people upset with the patient balance billing part and that there needs to be a better understanding of the process, a gas meter grant has been submitted, dispatch changes from ESN to box numbers, the Career staff receiving a new iPad for paperless tracking & damage assessments, quarterly reports to be submitted to include recruitment and retention, schedule changes going to 24/48 for career staff effective July 1, 2018, new house bags like Boyce's, county wide BLS precepting policy, EMS orientation, FireFighter I class in process, Chief Burns had asked for the Fee for Service revenue to be reviewed and divided based on his formula, and two members of Boyce were recognized for saving a life at Outback Steakhouse. Mr. Weiss commented that Fee for Service was looked at by the Finance Committee for any additional options in the hopes to help with coverage of expenses, that Blue Cross Blue Shield is now covering Treated not Transported incidents and a specific definition will be used for billing designation. Mr. White commented that part of the issue is how this all came to light. That it was only discussed with the Commission lightly. Mr. Weiss commented that no one can make someone tell others what is going on, that the same issues arose when Fee for Service started originally, it's a legitimate revenue source and unless there is some other way to make it more palatable to the personnel running the calls then the BOS is in favor of this.

7. Report from the Director of Fire and EMS – (see attached) Reviewed by Mr. Lichty. Mr. Roper asked for page 34 of this packet regarding the budgetary/financial request guidance, what is the date of this document and have a outlined process. Mr. Lichty explained that everyone has to wait for Mr. Judge but he will try to have at least timeline and have a better guide to the Commission for the process. Discussion of who will do the outlining and define the procedures, process goes through the Budget Sub Committee as well since they are part of this

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Commission, a timeline showing what to be presented when and itemizing or just bulk amount of stipend increase. Mr. Weiss stated that this Commission should discuss how they want this all approached and determined to go forward to the Finance Committee. The BOS then uses an organized manner to address the whole system. The BOS knew the first year was going to be hard and will work for better understanding for next year forward; it's a work in progress. Mr. Armacost requested that budget submissions should be in no later than October annually for the Commissions review. Mr. Lichty will make sure the process is completely understood by all. Ms. Harrison requested to add this discussion to the next meetings agenda.

8. New Business – Mr. Armacost stated that Enders did not apply for the ambulance grant due to missing the deadline, but may still apply next cycle depending on their financial situation. Ms. Harrison stated that at the Town council meeting on Tuesday, May 8, 2018 the developer contracted for new assisted living facility has announced they will be giving a one-time proffer of \$150,000 to Enders. Mr. Weiss summarized that the BOS was very supportive of everyone and all the stations are seriously relied on and the dedication from all. The budget process was finalized and the request for two of the stations to receive a supplemental appropriation of \$250,000 was denied. The BOS did not feel that it was an appropriate action. The board is focused on a system wide approach. Ms. Terri Catlett, BOS, was introduced and commented that there was a fair amount of discussion and all of the BOS members expressed their appreciation for everyone but the letter may not have been the right way to approach, everyone has to work as a team, some confusion regarding the communications of needs when the Commission acted and the Association then acted in contradiction. Mr. White clarified that even though the BOS didn't feel that it was a system request-two of the stations requested the increase and the third didn't want it. Mr. Conrad clarified that Boyce didn't say that weren't in any need of additional funds from the County, that they just didn't support the increase request that was being submitted. Mr. Weiss explained that with that type of confusion the BOS can't figure it out. That's why they ask for specifics as a recommendation, a motion and then a vote. This should be looked at as lesson learned, stand together as a whole not against each other, for the Association to go to Commission who then goes to the BOS, not the other way around, follow the correct process.

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9. Mr. Conrad made a motion to adjourn. The motion was passed with all in favor at 8:26pm.

Next meeting is on June 14th, 2018 at 6:30pm in the Clarke County Government Center – Meeting Room AB

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