



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

MINUTES

July 12<sup>th</sup>, 2018 6:30pm

Clarke County Government Center – Meeting Room AB

Attendees: Diane Harrison, Chairman  
David Weiss  
Tony Roper  
Van Armacost  
Andrew Nicholson

Absent: Matt Hoff  
Jacob White  
Bryan Conrad

Staff: Brian Lichty  
Pam Hess  
David Ash

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

1. Mr. Armacost made a motion to approve the agenda. The motion was passed with all in favor.
2. Public Comment - None
3. Mr. Roper made a motion to approve the minutes from the June 14<sup>th</sup>, 2018 meeting. The motion was passed with all in favor.
4. Committee Reports –
  - Standards – (see attached) Mr. Lichty missed printing out the failure/burden report. He will send to everyone via email but did go over the figures verbally. Mr. Roper asked about overall percentages and Mr. Lichty

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confirmed that everything is staying about the same with minimal fluctuations. Mr. Weiss asked about dispatch review. Mr. Lichty explained that all dispatch, both fire and ems, guidelines/protocols are under review and some changes will be made regarding which vehicles will be dispatched. The changes should have a positive impact on responses/failures as well as staffing appropriately.

- Technology – Nothing to report at this time.
- Budget/Preparation
  - i. Proposed budget layout – (see attached) Mr. Lichty reviewed the proposed form that the budget subcommittee felt will provide the most accurate information needed to help determine annual budget requests. Mr. Armacost stated that he thought it was a simple form to be easily used by the individual companies. Once completed, it would be presented to the Association, and then brought to the work group. Timelines were previously discussed as volunteer companies to give to the Association in September, submit to the budget subcommittee in October, and finally presented to the Fire & EMS commission in November with voting to be held in November or December at the latest. Annual budget submissions are due by January 15<sup>th</sup> each year. Mr. Weiss suggested following the same format that the Sheriff's office utilizes. Mr. Armacost suggested that the company form have pre-filled amounts for what is already awarded so they do not change it. If a company is requesting an increase, that is when a formal presentation is done before the Commission. All were in acceptance of the form, agreeing adjustments can always be made as needed in the future.

5. Unfinished Business

- Volunteer Incentive Program-(see attached) – Mr. Lichty reviewed breakdown as requested. Mr. Weiss voiced that the BOS agreed to try this

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new program but it is not to just give money out. The purpose of this program is to achieve the incentive but reaching the already established goals to achieve better standards. Mr. Armacost confirmed that logging members on to IAM Responding during meetings, fundraising events, etc. will count towards the incentive criteria as long as they are officially there to respond to the calls and will respond if needed. Mr. Armacost made a motion to approve Option 2 as presented in this packet. Motion was passed with all in favor.

- Blue Ridge Staffing Request– Update – Mr. Lichty informed the commission that the staffing assistance will start on Monday July 23<sup>rd</sup>, 2018. System wide monthly review will give some of the information from the first week or two during the August meeting. For the September meeting there would be a full month of data reviewed and presented.
- Changing of voting rules for BOS representative – Chairman Hoff requested Mr. Lichty presented this at tonight’s meeting in his absence per Mr. Weiss’ request. At other commissions/groups meetings, the BOS liaison only votes where they are required to. Mr. Nicholson made a motion that Mr. Weiss only votes in the event of a tie. Motion was passed with all in favor.

6. Report from the Fire and Rescue Association – Nothing to report at this time.

7. Report from the Director of Fire and EMS – (see attached) Mr. Lichty disclosed where in the hiring process he is and expressed concern due to only having two applicants at this time that are ALS providers. Mr. Nicholson questioned what costs would be incurred to provide the required classes to a BLS provider to advance to ALS. Mr. Lichty explained that he is attending a regional meeting on Monday July 16<sup>th</sup> to determine which agencies and what classes everyone may be in need of. There are only so many funded classes awarded by VDFP annually. He would have to explore what the potential additional costs would be. The

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Firefighter I class that Blue Ridge just hosted/completed was partially funded but still relied on donations to help with additional expenses such as the hay and the building used to burn. No other comments or questions.

8. New Business – Nothing at this time
9. Mr. Roper made a motion to adjourn. The motion was passed with all in favor at 7:34 pm.

Next meeting is on August 9<sup>th</sup>, 2018 at 6:30pm in the Clarke County Government Center-Meeting Room AB

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