



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

MINUTES

September 13<sup>th</sup>, 2018

6:30pm

Clarke County Government Center – Meeting Room AB

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

Absent: Van Armacost

Staff: Brian Lichty  
Pam Hess  
David Ash  
Melanie Radford

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

1. Mr. Lichty stated there are two corrections for the agenda. The Technology Committee meeting was held on August 27<sup>th</sup> 2018 and the minutes were sent to the Commission members via email and included in tonight's packets. Under Unfinished Business, the Volunteer Incentive Program was previously approved at the June 14<sup>th</sup> 2018 meeting therefore it can be removed from the agenda. Mr. Roper made a motion to approve the agenda as amended by Mr. Lichty. No voting occurred.
2. Public Comment – None
3. Mr. Weiss requested to clarify his comment on the July 12<sup>th</sup> 2018 minutes, #5-page 3-top paragraph. He was trying to state that the purpose of the program is not just to receive an incentive but to improve our standards. Mr. Roper made a motion to approve the minutes as amended from the July 12<sup>th</sup>, 2018 and August 9<sup>th</sup>, 2018 meetings. No voting occurred.
4. Committee Reports –
  - Standards – (See attached) – Mr. Lichty noted that on page 11, one of the things being tracked is how many times they are able to get 2 people on scene within a specific amount of time to get close to a response time. Originally it was set at an 8 minute mark but was adjusted up to a 15 minute mark. 92% of the time last month, that mark was met and Mr. Lichty felt that this needed to be recognized. Mr. Roper asked the question if it is then appropriate to lower the standard.

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Mr. Lichty's opinion is to see if this can still be maintained consistently before making any adjustments while still reviewing monthly. Mr. White stated that there is some confusion on the difference between the response review report vs the standards subcommittee response evaluation pages 12 & 15 of this packet and Ms. Harrison agreed. He asked if the Commission should only be looking at the final response evaluation sheet with more accurate data instead of both. Mr. Lichty stated that the raw numbers come directly from dispatch on the response review report and that's why there is a notation on the bottom of the sheet "\*This report does not reflect changes made by the Standards Subcommittee\*". Mr. Conrad explained how some of the data is changed due to overburdens, actual fails, etc. Ms. Hess explained the data provided in the dispatch reports are broken down by units. Mr. White and Ms. Harrison's concerns are if the raw data submitted should even be seen then due to the perception looking worse than what it really is. Mr. Lichty explained that localities go by PCAP which is how the dispatch runs are reported therefore giving the same data to another agency or someone else if requested. Mr. Weiss agreed that having the raw data is still viable for the BOS. In a broader perspective it helps when looking at structural requests or changes, severity of lack of responses, etc. Mr. Weiss understands that it could come across as a penalty or a pejorative number against a certain company at a certain time, but it certainly is not how the BOS views it.

- Technology – (see attached) Mr. Roper briefly reviewed the minutes provided in packet-Mr. Weiss asked why it was decided not to deploy MDT's (Mobile Data Terminals). Mr. Lichty explained that the costs were a major factor. The Blue Ridge station had already replaced most of theirs with tablets at a much cheaper cost. JH Enders station is submitting an EMS grant and an agreement was made with the County that if all the departments purchased the Toughbooks with the specs recommended by the County's IT department, the County would take over the responsibility of maintaining them from that point forward. These computers not only allow for reporting but also MDT access at the same time, unlike the tablets.
- Budget/Preparation
  - i. Proposed budget layout – Mr. Lichty stated that this month's schedule is for all 3 companies to submit their budgets to the Association. The Association will then choose one individual to represent all 3 departments to present with Mr. Lichty to the Commission. Mr. Lichty will schedule a date & time after the Association meeting with Ms. Harrison & Mr. Nicholson to review and prepare their recommendations to the Commission.

5. Unfinished Business

- Volunteer Incentive Program-(see attached) – Was removed from the agenda but Mr. Lichty will send out a reminder to all the departments that this will be starting October 1<sup>st</sup> 2018. Mr. White noticed a typo on page 14-July, Quarter 2 stating "months not receiving incentive" says

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“November” but it should state “October” in that example given. Mr. Lichy confirmed the typo and will correct.

- Blue Ridge Staffing Request–(see attached) Mr. Lichy reviewed Page 7 giving a full months of data from August. Mr. Roper asked how much the expense was for the month and how that works in the entire budget process. Mr. Lichy confirmed the amount was a little over \$5,000.00 and Mr. Weiss stated that the BOS made a supplemental appropriation to cover the expense for the fiscal year. The finances have been set aside however the monthly review still needs to come from the Commission in regards to the staffing assistance continuing. Mr. Conrad made a motion for the Commission to recommend that this process continue for another month. The motion was passed with all in favor.
6. Report from the Fire and Rescue Association – Mr. Lichy stated that they discussed the REC grant award that will allow purchasing 3 meters having 1 go to each company. Recommendations were made for replacements and voted on with the outcome of Mr. Doug Lawrence to replace Mr. Van Armacost. Mr. Weiss stated that the BOS still needs the letter from the Association to do the appointment next Tuesday.
  7. Report from the Director of Fire and EMS – (see attached) No comments or questions.
  8. New Business-Mr. Hoff read a letter from Boyce Volunteer Company withdrawing from the Clarke County Fire & Rescue Association signed by 9 members of the Board of Directors. (see attached) Mr. Weiss and Mr. Ash will give to the BOS Tuesday and another letter is going to Mr. Udy with Fire-Rescue. Mr. Lichy brought up budget issues-with Boyce no longer being apart-no time to waste-make adjustments to only 2 companies-if Commission wants to modify-Mr. Weiss why action taken & how will this enhance/change system-Mr. Hoff as Boyce rep felt as though they are not adequately represented by the Association-2 months of time to consider & significant discussion to vote-Weiss the hierarchy established by County-BOS, County Admin, Director, Commi to Assoc-how is to be structured, some communication issues, inability to deal with the big picture and day to day-Hoff some mentioning of people back & forth if one doesn't give what you want, go to other-White how will Boyce communicate now if not used thru Assoc-Hoff have representation still present & will help communicate their needs. Lichy-budget process-Boyce how do they from now on-what change in process as soon as possible-Roper can Lichy meet with each individually separately-yes basically like last year-the present as a whole for everyone-Harrison either just the stations & no association but can't have 3 entities going – Conrad-not working this way why the change. Roper-what options-Lichy each to subcommittee or each to him directly & then he presents for them-Conrad made a motion to have each co proposals present directly to budget sub comm Weiss pretty good method to go with & have the members sit during Lichtys presentation so they can answer questions if needed. Conrad withdrew motion. Made a motion to have all 3 compa present to Direcotr & have Direcotr present entire budget to comm. with 1 member present from each co avail for questions if needed. All passed in favor. Weiss-background intital was only 1 member for all but fire & rescue branched out having 3 members still supports original making a more cohesive structure between comps . Harrison property going over to Warren County-go to David Ash-current funding contribution giving for providing service with Warren County would still be the same.

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Licity back to Assoc any initial thoughts or concerns right away-Conrad everyone needs to think about Harrison copy of agreement-is set for the stations or assoc –yes stations but identifies the assoc as one of those avenue-yes can provide copy-Roper by laws how it dissolves, licity to get copies for comm. for next meeting to help for making an educated decisions-does 1 co no longer being apart of it how does affect-4 for life-things like this that will have to be decided-Weiss personal can't have an assoc with 1 co gone, any legal authority to require participations-all internal-dissatisfied member & can't get together with all 3 so will have to rewrite procedures/policies-Roper how money will be divided appropriately-licity wants all transparency so there are no questions and everyone is aware how going forward-Roper as questions come up answer as we go-Conrad-assoc has checking acct-funds divied-who is treasurer of assoc-Weiss-funds are county but dispursed thru assoc-some specific bills are paid from those directly-Weiss is Boyce open to Assoc to rectify-Hoff letter states "at this time" leaves options open Doug Lawrence asked if not happy with assoc or general...voting members were 24 at meeting 11 in favor-can it come back up again for revote-Pres of Assoc is a boyce member at this time. Harrison clarification each station building issues-how only envolved in boyce not enders roof & br mold-chief was requested info about to make a claim

9. Mr. Roper made a motion to adjourn. The motion was passed with all in favor at 7:49pm.

Next meeting is on October 11<sup>th</sup>, 2018 at 6:30pm in the Clarke County Government Center – Meeting Room AB

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Minutes Recorded and Transcribed by Melanie Radford

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