



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

MINUTES

March 14<sup>th</sup>, 2019      6:30pm

Clarke County Government Center – Meeting Room AB

Attendees:      Matt Hoff, Chairman  
                      David Weiss  
                      Tony Roper  
                      Diane Harrison  
                      Doug Lawrence

Absent:            Jacob White  
                      Bryan Conrad  
                      Andrew Nicholson

Staff:             Brian Lichty  
                      Melanie Radford

Chairman Hoff called the meeting to order at 6:34pm.

1.      Mr. Lawrence 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 February 14<sup>th</sup>, 2019 minutes. The motion was passed with all in favor.
4.      Committee Reports
  - Standards – (see attached) Mr. Lichty reviewed with the group. Ms. Harrison inquired if this was the first time that there has been a station that was almost perfect with failures/responses. Mr. Lichty replied that there have been other times in the past. Mr. Weiss asked how the mutual aid numbers compare to prior to changing protocols, what was it like before, more or less. Mr. Lichty stated that the numbers have come down but due to Mt. Weather being out of service some have been more. Mr. Weiss questioned how these reports will end up being utilized. Mr. Lichty indicated that they will be looked at to see how things were prior and what has had effects to go along with the strategic plan, adding personnel, recruitment and retention and an overall review.
  - Technology – Mr. Roper stated there was nothing to report at this time.
  - Budget/Preparation – Mr. Lichty gave a brief status update. Safer grant being submitted next week with a County contingency of hiring 1 ½ people the first 2 years, and 2 people the third year. A half person means a start date in January. No hiring can be done until after grant award or denial. Mr. Weiss commented that the Finance Committee recommended this approach and the BOS agreed with it and supports the concept of hiring the personnel, but just doesn't have the

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funds to hire them all at once. Mr. Roper confirmed the original request was going to be for 3 new hires but was bumped up to 5. Ms. Harrison remarked that she didn't remember the LEOs request in the budget submission as part of the budget subcommittee. Mr. Lichty verified that was part of an actuarial study that was done earlier in the year and was automatically entered into the budget process, this was not something specific that the budget subcommittee did or interjected. Mr. Weiss explained that the Finance Committee discussed this thoroughly. The Sheriff's office has had this for a decade and have not taken advantage of it. There is a flaw in the national system that gives them the coverage but they wouldn't get any insurance, there's no stop-gap insurance policy, so the folks don't retire. No one is opposed to the program, they just don't feel that it is an appropriate use of \$70,000 at this time. Mr. Weiss announced that the public hearing, joint with the school board, has been set for April 2<sup>nd</sup>, 2019 at 7:30pm.

5. Unfinished Business

- Blue Ridge Staffing Request - Mr. Lichty reviewed the last month's data from February 2019 with the group. Chairman Hoff stated that due to not having a voting quorum tonight, this is only an informational update. Ms. Harrison recommended that the staffing continue for another month with an agreed consensus from the group.
- Association-role in fire-rescue – Ms. Harrison commented that her and Mr. Nicholson met with Boyce a couple of weeks ago and are awaiting a response from the Association to schedule a meeting. She stated that Boyce opined that if the Association was to continue, their primary focus should be on recruitment and retention working with the individual departments. This is where there is a gap since the Fire & EMS Commission does basically what the Association used to do. They felt as though there are other changes that need to happen as well. Ms. Harrison will keep the Commission posted.
- Incentive program review – Mr. Lichty reviewed with the group. Mr. Lawrence asked if Mr. Lichty knew what the Chiefs intent is with the incentive funds. He commented that if it is only going into a general fund, it may not be as beneficial to the volunteers as they originally thought. Mr. Lichty will inquire and report back with a comparison from all the stations.

6. Report from the Fire and Rescue Association – Mr. Lichty indicated he did not have any minutes or anything to report at this time.

7. Report from the Director of Fire and EMS – (see attached) Mr. Lichty reviewed with the group. He will eliminate the totals column from the far right hand side for the quarterly report (page 18) for members but add an up/down column. Mr. Lawrence inquired about the 1582 physicals, if accepted/approved, will it be a requirement or voluntary. Mr. Lichty stated that they would review and decide what would be the best pricing, flexibility to others that may already work in other jurisdictions, implementation, etc. Mr. Lichty explained the general synopsis of what happens if/when findings from a physical examination. Mr. Weiss commented that there are areas of concern from the Finance Committee level about the potential implementation and remain undecided at this time. Ms. Harrison announced that the proffers

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check from the new facility will be here in a few weeks. It was clarified by Mr. Lichty that the proffers does not designate that the funding go directly to Enders, it is written to go to Fire and Rescue purposes. Mr. Weiss confirmed that Mr. Lichty has loaned out his vehicles LifePak to Blue Ridge due to theirs going bad. Their Physio contract had expired on their LifePak 12 so they wouldn't repair it. You can no longer purchase the 12's, and the cost of a 15 would be around \$15,000.00. Command 200 is suspended temporarily as an ALS unit due to this.

8. New Business – Ms. Harrison announced that AT&T has approved and will be expanding their service on the local tower and putting in a generator as part of the First Net service which will incorporate emergency services. Mr. Lichty mentioned that the strategic plan expires in 2020. Sometime around July the Commission will need to review and decide on another one or not. The process does take quite a while to complete. Mr. Hoff asked if the strategic plan should be included in with the BOS comprehensive plan. Mr. Weiss is unsure and will inquire with Brandon Stidham. Mr. Weiss announced the BOS received a letter from Blue Ridge requesting to have Mr. Jay Grim replace Mr. Jacob White on the Fire and EMS Commission. The BOS will discuss and take action on Tuesday, March 16<sup>th</sup>, 2019 at their regular meeting.
9. Summary of required action –
  - Update report format
  - Request from the Chief's an explanation/intent for the incentive funds
  - Meet with Mr. Stidham on if/how the strategic plan falls within the BOS comprehensive plan
10. Mr. Lawrence made a motion to adjourn. The motion was passed with all in favor at 7:17pm.

All meeting documents will be distributed at meeting. Next meeting is on April 11<sup>th</sup>, 2019 at 6:30pm in the Clarke County Government Center – Meeting Room AB

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Minutes Transcribed by Melanie Radford

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