



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

MINUTES

April 11<sup>th</sup>, 2019          6:30pm

Clarke County Government Center – Meeting Room AB

Attendees:     Matt Hoff, Chairman  
                  David Weiss  
                  Tony Roper  
                  Jacob White  
                  Doug Lawrence  
                  Andrew Nicholson

Absent:         Diane Harrison  
                  Bryan Conrad

Staff:          David Ash  
                  Pam Hess  
                  Brian Lichty  
                  Melanie Radford

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

1.     Mr. Lawrence made a motion to approve the agenda. The motion was passed with all in favor.
2.     Public Comment - None
3.     Mr. White questioned under #8 New Business of the minutes, Mr. Weiss announced the BOS would discuss the letter from Blue Ridge and take action at the March 16<sup>th</sup>, 2019 regular meeting, was that correct? Mr. Weiss confirmed his statement but the letter was not received in time to put on the agenda for that meeting. It has been added to the April 16<sup>th</sup>, 2019 meeting. Mr. Weiss also remarked that he stated the wrong time for the budget public hearing. The correct time should have been 7:00pm. The minutes were documented correctly, he is only clarifying this for the record. Mr. Roper made a motion to approve the March 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. Mr. White confirmed with Mr. Lichty some of the new data added and broken down to validate his understanding. This information was previously requested to be added to the report.
  - Technology - Mr. Roper indicated their meeting was just held an hour prior to the Commission meeting. He reported they were given an update of the radio project, informing them of a small delay on the cut over date but anticipate it will be by June 1, 2019 with a seamless transition. They are still on track to begin the second phase on July 1, 2019. They are exploring with Mr.

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Lichty a couple of software programs that can aid in incident management as well as search and rescue. They will continue to explore the options and evaluate them.

- Budget/Preparation - Mr. Lichty stated that nothing has changed since last month and the BOS will be voting next week. Mr. Weiss remarked that at the public hearing there were a few people who spoke, nothing specific in relation, just some differences and thoughts on overall spending. He doesn't anticipate any change from the BOS on the advertised budget. Action will be taken in the afternoon session next week.

5. Unfinished Business

- Blue Ridge Staffing Request - Mr. Lichty reviewed the last month's data from March 2019 with the group. In Mr. White's memo, Mr. Weiss asked what was meant by the sentence "Career staffing is not accurately reported in the IAR." Mr. White clarified that sometimes there may be an ALS provider on IAM responding but there has been a change made to the schedule, there's still coverage there, but they may not be ALS. So if the membership is looking to see who is there that day it may not be accurate. Some of the times are off due to the provider coming from their other job and not arriving at the scheduled time. Mr. Roper verified as he does monthly that the funds are still being provided by the County. Mr. Lichty confirmed. Mr. White made a motion to continue funding Blue Ridge's temporary staffing for another month. The motion was passed with all in favor.
- Association (mediation subcommittee) - Mr. Nicholson indicated that they have met with all 3 companies to date and have a scheduled meeting with the Association for next Wednesday, April 17, 2019. He mentioned that they have had excellent feedback from all parties so far and will keep the Commission updated.
- Incentive program review - Mr. Lichty reviewed with the group. Mr. White remarked that he did not remember there being an average on option 2. Mr. Lichty clarified that on page 20 of the February 2019 packet, there was a draft listed for what was currently laid out and the proposed change for everyone's reminder confirming where the average was listed. Mr. White explained that he didn't remember the average because in one of the examples given originally there was a typo and that was what brought it to his memory, stating that if a company missed a month, you missed the whole quarter. He thinks the average is better, he just didn't remember. Mr. Lichty's recommendation what would be first to decide if the Commission wants to change the incentive program and secondly that would dictate who would qualify. Mr. White noted that he is not in favor of changing the program, it's a volunteer program. He feels that if Boyce needs additional funds, the appropriate way would be requesting an increase. He stated that this is supposed to be for volunteer participation, understanding that Boyce pays for their own staff, but thinks the program needs to be kept as it is designed. Mr. Roper expressed that he has a difference of opinion, stating that the volunteers do many different things within the companies. Boyce decides to utilize volunteers to raise money and they use that money to fund those positions. Mr. Lawrence indicated that he agrees with Mr. Roper's comment. If some of the volunteers at Boyce are not able to run calls, this still gives them the incentive to participate in other ways, such as

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Bingo. Mr. Roper confirmed with Mr. Lichty that the way the program is currently done, it excludes Boyce's paid hours. Mr. Roper made a motion to include Boyce's paid staff in the hours and only County paid staff hours are to be excluded. Voting tied 2-2: For-Mr. Lawrence and Mr. Roper, Against- Mr. White and Mr. Nicholson. Tiebreaker-Chairman Hoff voted For. Motion passed 3-2. Mr. Lichty identified with the change, all 3 companies would qualify this quarter. He will start processing it next week.

6. Report from the Director of Fire and EMS - (see attached) Mr. Lichty reviewed with the group. Discussion-Mr. Lawrence's understanding of the discrepancy for the wrong address incident, was when dispatch called the ambulance was on the way and the wrong road was sent. Mr. Lichty indicated after investigating the recording, the wrong address was given twice by two different callers. Mr. Lichty stated that he had sent an email to the chiefs regarding their intent of use for the incentive funds but no one has responded yet. Did the representatives from the companies on the Commission want to give any information? Mr. Lawrence commented that he believes that Enders is giving a \$5.00 credit for every 10 hours put in to go towards purchasing of clothing/gear. Mr. White stated that for the second quarter the top 3 people who ran the most duty were picked and purchased job shirts and parka jackets for them. Chairman Hoff identified there was nothing in place at this time for Boyce. Mr. White inquired when where the emails sent to chiefs regarding Mr. Lichty offering to attend their company meeting. Mr. Lichty confirmed it was sent in January 2019 and will resend directly to Mr. White. Mr. White questioned how much is the tuition for the Paramedic class. Mr. Lichty indicated the total cost to include class time, testing fees, overtime for attendance, etc. is roughly \$11,000.00. He spoke to the BOS finance committee regarding the request and was asked to reserve the spot covering the \$300.00 fee until funding could be approved. Mr. Weiss encouraged the company representatives to go back to their stations and speak to them regarding the difficulty in getting receipts for the fire funds and what a nightmare it can be at times for staff to try to chase people down. Mr. Lichty described the submission of receipts and what is acceptable for clarification. Mr. White confirmed that Blue Ridge was current through January 2019. Mr. Lawrence is curious if Tri County Transports has to show a need for their service to the state. Mr. Lichty stated that there is nothing that he is aware of on the OEMS regulations agency side, but the state may investigate or look into it. Mr. Weiss acknowledged that the BOS just passed a resolution endorsing the need for this type of company. Chairman Hoff commented that the owner of Tri County Transports came to Boyce's regular meeting last night for a question and answer period because he would like to rent bay space from Boyce for his apparatus. No action was taken at this time. Mr. White -on page 16 he is assuming this information comes from the quarterly reports the companies fill out. Mr. Lichty confirmed and clarified that Blue Ridge's information was just received today so it was not included when the packet was completed.
  - SOGS for review - nothing new at this time.

7. New Business – None

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8. Summary of required action –
  - Processing of the incentives
  
9. Mr. Roper made a motion to adjourn. The motion was passed with all in favor at 7:06pm.

All meeting documents will be distributed at meeting. Next meeting is on May 9<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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