



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

AGENDA

January 5, 2017

6:30pm

Clarke County Government Center – Meeting Room AB

1. Approval of Agenda
2. Approval of Minutes – December 8, 2016 (draft circulated via email December 10th)
3. Administrative
4. Unfinished Business
5. Report from the Director of Fire and EMS (Attachment 1)
6. Report from the Fire and Rescue Association
7. Public Comment
8. New Business
 - a. Election of Chair
 - b. Election of Co-Chair
 - c. Committee assignments
 - d. Budget Presentation
9. Adjourn

Next meeting is on February 9, 2017 at 6:30pm in the Clarke County Government Center – Meeting Room AB.



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Attachment 1: Director's Report

DRAFT



County of Clarke, Virginia
Department of Fire, EMS and Emergency Management
Director Brian Lichty

DIRECTORS REPORT

Month-January 2017

Standard Reports

-Response Report (attached) –November and December information after updated terminology

-Billing Report – November and December information after updated terminology

Updates-

-Career staff –

- New job descriptions have been complete and continue to be distributed to employees
- Billing Coordinator is going to add the top 3 reasons for unbillable each month to assist in further evaluation of Fee for Service – **Pending**
- The following 3 new SOGs for the department are now in effect and are in a 30 day learning time
 - Work schedules 300.02
 - Vehicle and equipment 300.04
 - Logbooks 300.05

-Emergency Management

- A new situational awareness announcement for EM events (weather, disaster, etc) is being used before, during and after.
- I have received the special exception permit for Point to Point Blue Ridge Hunt for 1st or 2nd week in March. I have spoken to Chief 4 about conducting an Incident Action Plan for the event IAP-this will begin in early January – **Update this was passed by BOS**
- A supplemental grant has been approved form the State for the winter weather event last January, received email of receipt and processing on 1/3/17, funding levels listed below

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- County - \$1441.16
- Schools - \$873.90
- Will be working with Parks and Recreation to move Emergency Sheltering from school to Recreation center.

-Budget

- Budget presentation (see PPT)
- The Polycom Grant program-a regional grant awarded to Region 2-sub region Northern Valley – is complete and Winchester (the lead for the Grant) will be sending out invoices for each jurisdictions portion. This grant will help with communications in each jurisdiction. **–UPDATE – Local bill has not been sent yet as of 1/3/17**
 - Grant total award - \$47,820.00
 - Cost of items (phones, teleconference items) - \$49,600.86
 - Cost for each jurisdiction - \$296.81

-Strategic Goals

1) Strategic Vision and Effective Leadership

- Working with Volunteer Chief to establish their top strategic goals for next calendar year – **UPDATE – Meeting on 1/9/17**
- Estimated Grant requests are listed on Budget PPT
- Working on taking the current Clarke County website – Fire and EMS page to change slightly in order to post communications. Furthermore looking at using the Facebook page more in communications. – **UPDATE –** A couple of items have been listed on the website will be meeting with GIS/IT later this month for further development
- Working on gathering end of year information for a short end of year report that will develop in future years to a more comprehensive summary of the year to include but not limited to calls, strategic plan updates, goals and changes to the system.

2) Fire and EMS Operations

- Currently working with Endors Chief on the first level of using the IAMRESPONDING to assist with career and volunteer response at Endors – **UPDATE – A new procedure is now in place to help with this response.**
- Working on updating the Mutual Aid agreement with Jefferson County WV (last updated in '97)

- Myself and Chief Coffelt meet with Longbranch estates to discuss the installation of a dry hydrant on the property on Friday 12/9/2016 – **UPDATE Virginia Department of Forestry is optimistic in the approval for this project. The grant program reopens this month**
- Will be presenting to the Chiefs this month a couple of new County wide policies on;
 - Procedures for vehicle accidents
 - Procedures for injuries

3) Recruitment and Retention

- Evaluating a program for ALS incentives for career ALS providers – **UPDATE – In Budget presentation**
- Met with VDFP Division office in regards to current programs in other high schools that are fire-science related but also give students college credits – **UPDATE – Dr. Leffel has agreed to help me set up a meeting with the schools in the near future to get this started – projected to be a 2-3 year project start.**
- All Volunteer companies are working on submitting rosters to the County Clerk’s office for update – **UPDATE – Unknown if any Companies have submitted their rosters will follow-up at the Association meeting this month.**

4) Resource Management

- Talks have begun with Volunteer Chiefs to establish a long rang apparatus replacement program – **UPDATE – I have developed a very preliminary schedule and will present to Chief this month for discussion**

5) Health and Safety

- Talks have begun with Volunteer Chiefs in creating a program to conduct NFPA 1582 physicals in the next 2-3 years – **UPDATE – This is on the list for Grant requests for FY 18**
- Lisa Cooke has agreed to let the career staff use the Recreation Center to facility a physical fitness program. Anticipate to roll this out to all Volunteers in the near future
- Currently working on a program for public safety mental health. Will be discussing program with Volunteer Chiefs and Sheriff this month.

6) Employee Development

- New staffing program has an element for records management – further evaluation of this system will continue – **UPDATE – Delayed slightly due to a contract issue, should have resolved shortly.**
- County wide HIPPA compliance has been established – using Frederick County’s program with results sent to the Billing Coordinator who will distribute to each company –**UPDATE – Majority of all Fire-Rescue personnel have completed this online training, still working on a few people.**
- Annual CEU training are I take place at Mount Weather this week
- VDFP shows that Clarke County has one funded Driver Pump Operator class scheduled for the current training cycle – Volunteer Chiefs are looking at their companies training needs to determine if these classes or others are needed. VDFP has verified changes can be made **UPDATE – Will have the Chiefs make decision this month so that classes can be submitted and scheduled.**
- Working on sending 1 or 2 personnel to the Virginia Fire Officers Academy in June of this year. I have had 1 Part-time employee submit for this class

7) Community Outreach

- Have a meeting with Clarke County Rotary on 1/18/17 to discuss public awareness of Fire-Rescue system, health concerns and assistance with emergency shelters.
- Currently working on establishing a community survey similar to the Sheriff’s Office survey to be posted on facebook and/or county website – **UPDATE – Still working on this will be done through google docs**

Other remarks



Division of Fire and Rescue Services
Response Review Report – All Stations-Fire/EMS
Year to Date 2016-2017

EMS - Month	Total Count	Total 11-min Fail Count	Total Pct.
October 2016	210	28	13.3%
November 2016	166	19	11.4%
December 2016	231	28	12.1%
January 2017			
February 2017			
March 2017			
April 2017			
May 2017			
June 2017			
July 2017			
August 2017			
September 2017			

Fire - Month	Total Count	Total 11-min Fail Count	Total Pct.
October 2016	36	2	5.5%
November 2016	57	10	17.5%
December 2016	89	13	14.6%
January 2017			
February 2017			
March 2017			
April 2017			
May 2017			
June 2017			
July 2017			
August 2017			
September 2017			

11-min Fail – No unit from that station responded within 11 minutes

11-min Fail Goal – To have a fail percentage less than 10%



***Division of Fire and Rescue Services
 Response Review Report – By Station-Fire/EMS
 Year to Date 2016-2017
 Month – November 2016***

	Total Calls	11m - Fail	% Fail	Goal - Under 10% Fail
Blue Ridge - Fire	17	4	23.5%	NO
Blue Ridge - EMS	31	6	19.3%	NO
Boyce - Fire	14	5	35.7%	NO
Boyce - EMS	33	7	21.2%	NO
Enders - Fire	26	1	3.8%	YES
Enders - EMS	102	7	6.8%	YES
Total All-	223	30	13.4%	NO
Average All-	37.1	5	18.3%	NO

11-min Fail – No unit from that station responded within 11 minutes

11-min Fail Goal – To have a fail percentage less than 10%



Division of Fire and Rescue Services
Response Review Report – By Station-Fire/EMS
Year to Date 2016-2017

Month – December 2016

	Total Calls	11m - Fail	% Fail	Goal - Under 10% Fail
Blue Ridge - Fire	20	4	20.0%	NO
Blue Ridge - EMS	34	6	17.6%	NO
Boyce - Fire	27	6	22.2%	NO
Boyce - EMS	59	16	27.1%	NO
Enders - Fire	42	3	7.1%	YES
Enders - EMS	138	6	4.3%	YES
Total All-	320	41	12.8%	NO
Average All-	53	6.8	16.3%	NO

11-min Fail – No unit from that station responded within 11 minutes



11-min Fail Goal – To have a fail percentage less than 10%

Division of Fire and Rescue Services

EMS Billing Report – All Stations

Month	Total Reports EMS	Billable Reports	Total Pct. Billable	Total Billed Month (Allowed)	Total Revenue Month (Net)	Revenue Percentage
October 2016	210	89	42.3%	\$46558.64	\$35,412.90	76%
November 2016	166	101	60.8%	\$41787.4	\$33501.41	80.1%
December 2016	231					
January 2017						
February 2017						
March 2017						
April 2017						
May 2017						
June 2017						
July 2017						
August 2017						
September 2017						

Year to Date 2016-2017

Response Calls EMS – Number of calls that generated an EMS report-non duplicate

Revenue Percentage – Total Month Billed (Allowed)/Total Revenue Month (Net)

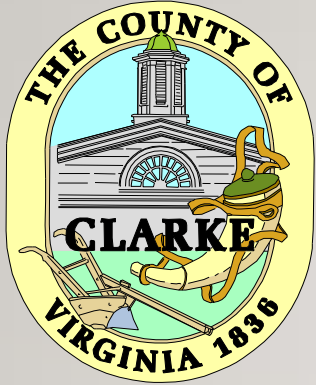
Total Reports EMS – Updated to match Response Review Report



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Attachment 2: Budget Presentation

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BUDGET FY 18

CLARKE COUNTY DEPARTMENT OF FIRE, EMS AND EMERGENCY MANAGEMENT

THE MISSION

- The Clarke County Department of Fire, EMS and Emergency Management, a unified career and volunteer service department, provides safe and professional response to fire, medical and environmental emergencies. The Department is dedicated to minimizing the loss of life and property through suppression, rescue, education, and other programs.

Strategic Plan 2015 - 2020

THE VISION

- The vision of the Clarke County Department of Fire, EMS and Emergency Management is to be a fully integrated combination volunteer and career Fire, EMS and Emergency Management organization in which well-trained, multi-disciplined and highly skilled personnel utilize state-of-the-art equipment, technology and apparatus to provide the highest quality of Fire, EMS and Emergency Management Services.

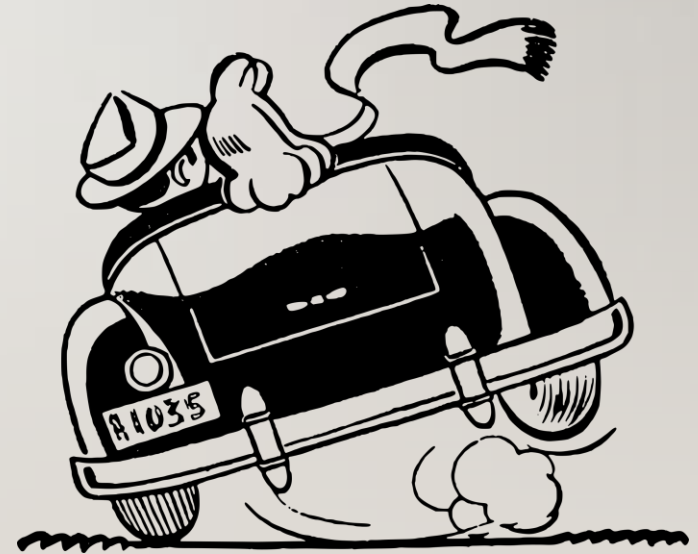
Strategic Plan 2015 - 2020

BUDGET PRIORITIES

- Personnel Protective Equipment (Strategic Plan Goal 4-Resource Management)
- Scheduling/Training/Certification/Timecard management system (Strategic Plan Goal 4-Resource Management)
- ALS Incentive (Strategic Plan Goal 3 – Recruitment and Retention)
- Upgrading PTE Billing Coordinator to FTE Billing Coordinator/Administrative Assistant – (Strategic Plan Goals 2-Fire and EMS Operations & Goal 4-Resource Management)
- Vehicle Replacement –(Strategic Plan Goal 4-Resource Management)

WHAT DRIVES THESE BUDGET PRIORITIES

- Department Mission and Vision Statements
- Strategic Plan
- Immediate concerns
- Preparing for the now and the future
- Observations



PERSONNEL PROTECTIVE EQUIPMENT CONCERN

- PPE that is 12-13 years old – NFPA states 10 years maximum shelf life
- Part-time employees no gear – some part time employees have no PPE and must share with full-time employees
- Part-time employees using other department's PPE – most part-time employees are using PPE from their volunteer departments (outside the county) or career departments



PERSONNEL PROTECTIVE EQUIPMENT CONCERN

- Phase I – Immediate purchase of 7-8 sets of PPE – **Complete**
- Phase II – Initiate a contract between the borrowed PPE and Clarke County – **In Process**
- Phase III – Purchase 3-4 sets of PPE a year as a recurring expense – **FY 18 Budget Request**

SCHEDULING/TRAINING/CERTIFICATION/TIMECARD MANAGEMENT SYSTEM

- Currently the schedule is outlined on a calendar – This makes it very labor intensive to track problems, trends, equal deployment of part-time employees and many more
- This type of scheduling does not allow for a “system check” to make sure that correct certified employees are working
- No system in place to track certification dependent checks on assignments
- No regular reports generated from this type of schedule
- Move timecards to an electronic system with direct import into Munis system

ALS INCENTIVE

- The following jurisdictions have ALS incentives
 - Frederick County - \$3,000.00, \$5,000.00, \$7000.00 yr
 - Loudon County - \$11,575.00 yr plus \$10,000 signing bonus
 - City of Winchester - \$6,000.00, \$7,000.00 yr
 - Warren County – Promotional Process 10% increase
 - Fauquier County – 7.5% base (\$5,000.00), 10% base (\$7,500.00), 12% base (\$12,500.00)

ALS INCENTIVE WHY IMPORTANT?

- Pulls part-time ALS employees
- Causes increased difficulties in obtaining future full-time ALS providers (83% current employees will be eligible for retirement within the next 3-5yrs)
- As ALS incentives increase in other jurisdictions – creates larger gaps in pay comparison
- Reduces the cost of sending employees to ALS schools
- Increases the number of ALS providers



UPGRADING BILLING COORDINATOR TO FULL TIME POSITION

- Increased need for administrative assistance
- Institutes a HIPAA compliance officer
- Institutes an Infection Control Officer
- Institutes a Notary
- Increases the administrative support Clarke County Department of Fire, EMS and Emergency Management can provide – central location for all Fire and EMS records
- Increase demands on Emergency Management

VEHICLE REPLACEMENT

- Current vehicle is a 2004 Ford Victora – limited support ability
- Current vehicle has over 160,000 miles
- New vehicle dual purpose
 - Incident Command -
 - ALS non-transport vehicle
- Increased need for Emergency Management mobility
 - Damage assessments
 - Prevention and Planning



COSTS

- Personnel Protective Equipment - \$8,280.00
- Scheduling/Training/Certification/Timecard management system - \$2000.00yr
- ALS Incentive - \$15,910.94 yr
- Upgrading PTE Billing Coordinator to FTE Billing Coordinator/Administrative Assistant
 - - \$68,650.00
- Vehicle Replacement
 - - \$70,000.00 (phase 1-Vehicle & Command Module)
 - -\$45,000.00 (phase 2 – EMS equipment and supplies FY 19)

GRANTS FOR CALENDAR YEAR 2017

- **SAFER – Recruitment and Retention (Development and implementation of Recruitment and Retention Program) - \$150,000.00**
- **LEMPG – Emergency Preparedness (Radios, communication equipment) - \$7,500.00**
- **Assistant to Firefighters Grant (AFG) (1582 Physicals) - \$200,000.00 3yr**
 - 2018 – Personnel Protective Equipment

GRANTS FOR CALENDAR YEAR 2017

- **Rescue Squad Assistants Fund (RSAF) (EMS equipment for the Director vehicle phase 2) - \$45,000.00**
- **Fire Prevention and Safety Grant (smoke detector program & public education) - \$50,000.00**
- **Virginia Department of Forestry (Dry-hydrant Longbranch Farm) – Unknown, cost of 1 Dry hydrant installation**

QUESTIONS

