



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

AGENDA

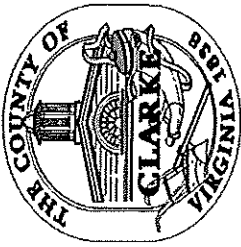
May 11th, 2017

6:30pm

Clarke County Government Center – Meeting Room AB

1. Approval of Agenda
2. Approval of Minutes – March 9th, 2017
3. Administrative
 - Status of Citizen replacement - Supervisor Weiss
 - Town Budget Work Session 3/14/17 moved to 3/20/17-Supervisor Weiss/Director Lichty
 - Update on AD&D policy info – County Administrator Ash/Director Lichty
 - i. Presentation by VACORP/VFIS
4. Committee Reports –
 - Standards
 - Technology
5. Unfinished Business
6. Report from the Fire and Rescue Association
7. Report from the Director of Fire and EMS
8. Public Comment
9. New Business
10. Adjourn

Next meeting is on June 8th, 2017 at 6:30pm in the Clarke County Government Center – Meeting Room AB



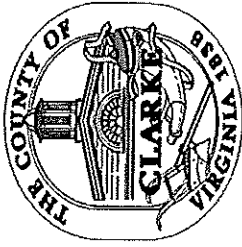
Division of Fire and Rescue Services
Response Review Report – All Stations-Fire/EMS
Year to Date 2016-2017

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	193	21	10.8%
February 2017	181	19	10.4%
March 2017	191	20	10.4%
April 2017	192	17	8.8%
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	44	5	11.3%
February 2017	70	6	8.5%
March 2017	87	3	3.4%
April 2017	66	4	6.0%
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

EMS Billing Report – All Stations

Year to Date 2016-2017

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%	\$46,558.64	\$35,412.90	76%
November 2016	166	101	60.8%	\$41,787.4	\$33501.41	80.1%
December 2016	231	113	48.9%	\$40,965.56	\$31,401.28	76.6%
January 2017	131	106	80.9%	\$41,062.94	\$31,724.33	77.3%
February 2017	122	104	85.2%	\$39,977.39	\$28,420.62	71.1%
March 2017	128	114	89.0%	\$45,605.96	\$31,531.63	69.2%
April 2017	123	88	71.5%	\$32,543.89	\$25,246.04	77.5%
May 2017						
June 2017						
July 2017						
August 2017						
September 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

STANDARDS SUBCOMMITTEE RESPONSE EVALUATION

Month: Apr-17

Total responses in question for month-	30		
11 Minute-No response(True Fail)-	21	Percent of total in question-	70.0%
Delayed Response-	1	Percent of total ALL CALLS-	8.1%
Overburden-	4		
Removed-	4		

DEFINITIONS

11 Minute-No response -Prime requested unit did not respond within 11 minutes

Overburden -Multiple units for single incident from same Company requested; not

Total Responses for Month (all Companies)-	258
Total responses in question for month-	30
Percentage of Responses for Month-	11.6%

Blue Ridge Vol. Rescue	
Total Responses-	31
11 Minute-No Response-	10
Percentage of total responses-	32.3%
Overburden-	0

Blue Ridge Vol. Fire	
Total Responses-	14
11 Minute-No Response-	0
Percentage of total responses-	0.0%
Overburden-	2

Boyce Vol. Rescue	
Total Responses-	43
11 Minute-No Response-	4
Percentage of total responses-	9.3%
Overburden-	0

Boyce Vol. Fire	
Total Responses-	21
11 Minute-No Response-	2
Percentage of total responses-	9.5%
Overburden-	1

Enders Vol. Rescue	
Total Responses-	118
11 Minute-No Response-	3
Percentage of total responses-	2.5%
Overburden-	0

Enders Vol. Fire	
Total Responses-	31
11 Minute-No Response-	2
Percentage of total responses-	6.5%
Overburden-	1

OB	Overburdened	4
TU	True Failure	21
DR	Delayed Resp.	1
RE	Removed	4
TOTAL		30

STANDARDS SUBCOMMITTEE RESPONSE EVALUATION

Month: March 2017

Total responses in question for month-	29	Percent of total in question-	79.3%
11 Minute-No response(True Fail)-	23	Percent of total ALL CALLS-	8.3%
Delayed Response-	1		
Overburden-	5		
Removed-	0		

DEFINITIONS

11 Minute-No response -Prime requested unit did not respond within 11 minutes

Overburden -Multiple units for single incident from same Company requesteed; not

Total Responses for Month (all Companies)-	278
Total responses in question for month-	29
Percentage of Responses for Month-	10.4%

Blue Ridge Vol. Rescue	
Total Responses-	31
11 Minute-No Response-	5
Percentage of total responses-	16.1%
Overburden-	1

Blue Ridge Vol. Fire	
Total Responses-	20
11 Minute-No Response-	0
Percentage of total responses-	0.0%
Overburden-	0

Boyce Vol. Rescue	
Total Responses-	42
11 Minute-No Response-	6
Percentage of total responses-	14.3%
Overburden-	1

Boyce Vol. Fire	
Total Responses-	23
11 Minute-No Response-	0
Percentage of total responses-	0.0%
Overburden-	2

Enders Vol. Rescue	
Total Responses-	118
11 Minute-No Response-	9
Percentage of total responses-	7.6%
Overburden-	1

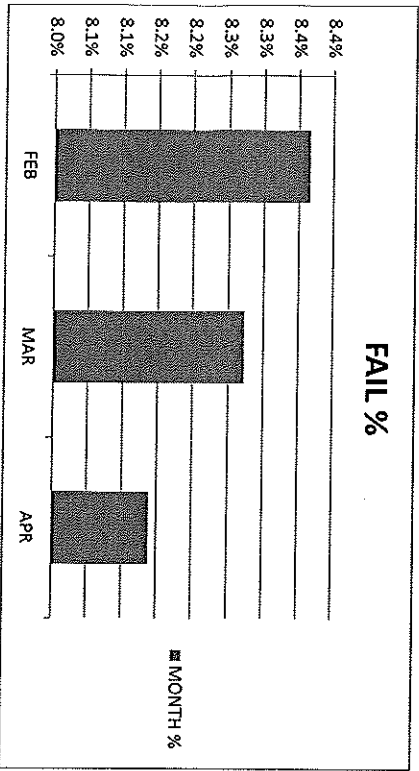
Enders Vol. Fire	
Total Responses-	44
11 Minute-No Response-	3
Percentage of total responses-	6.8%
Overburden-	1

OB	Overburdened	5
TU	True Failure	23
DR	Delayed Resp.	1
RE	Removed	0
TOTAL		29

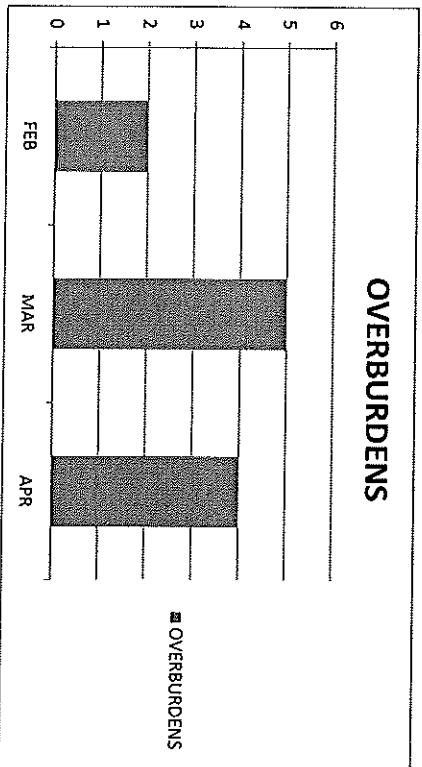
CLARKE COUNTY FIRE-RESCUE MONTHLY INCIDENT REVIEW

	TOTAL CALLS	TOTAL FAILS	MONTH %
FEB	251	21	8.4%
MAR	278	23	8.3%
APR	258	21	8.1%

	MONTH %
FEB	8.4%
MAR	8.3%
APR	8.1%



	OVERBURDENS
FEB	2
MAR	5
APR	4





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

DIRECTORS REPORT

Month-May 2017 (updated 5/10/17)

Standard Reports

-Response Report – Attached Sub-Committee has met and calls broken down into 11min-No Response (True Failures), Overburdens and Delayed Response - This information includes Feb, Mar and April.

-Billing Report – March and April information attached

Updates-

-Career staff –

- PPE for career employees update – This order is almost complete although some items had to be returned for a name correction.
- Top 3 categories for Errors – This replaces the top 3 reason non-billable which remains the same.
 - Signature
 - Procedure
 - Treatments
- Current SOGs being reviewed by the Chiefs;
 - Mayday 400.04
 - Complaint procedures 300.06
 - Membership Types 300.03
 - PPE 100.10

-Emergency Management

- I have started a review of the county EOP, this continues
- We have a new FEMA Special Event EMS needs formula to be used for any special event to determine the need for the amount of providers, command and/or units needed. A bike event for April 30th use this information-required one roving BLS transport unit, the Point to Point Race also used this formula.

- I have recently received a letter for request for staffing for a special event from September 27th thru October 1st at Long Branch. I am currently processing this request.
- Attended eGMS workshop on Wednesday March 8th for access to complete the LEMPG grant process, this year's funds will be used to complete upgrades for the EOC – Complete now processing reimbursements
- VCU has an internship program for students enrolled in their Emergency Management Programs – We have put in for one Intern (non-paid)
- Updated Contact List for EM Bulletins – please notify if you know anyone that would like to be added, am also going to put a link for it on the website
- Just received a copy of Mary Hardesty House Fire Emergency Policy – I am currently reviewing this and will be working with them on updates.

-Budget

- Budget makeup is done and public hearing was held on April 4th, and voted on at the April 18th meeting-passed.
- Made a budget presentation to the Town of Berryville on March 20th. At the same time President Shipe gave a presentation to the Council on Enders request. The Enders amount was raised from \$25,000 to \$30,000. The County request was for \$75,000 the awarded \$33,000 (down from \$50,000 in FY 17) – this cost has been offset by the county.
- There is a Fire an Explorers Program that Frederick, Winchester and Clarke all are a part of running from July 24th to 28th. There will be 5 girls and 5 boys from the 6th and 7th grade that will be selected for this program. Frederick County is the host company and is asking for assistance from us. I am recommending that the Association done \$300-500 for this program I will try and match with my budget any funds. Additionally I am asking for people to donate any time they may have during the event and let me know. Myself and Chief Baldwin from Winchester have requested a meeting with Frederick to take place on Wednesday April 26th –Clarke County will be assisting with this program.
- Work for the 2017 RSAF grant to make the Director's vehicle to make it an ALS non-transport vehicle – is now complete, and was reviewed with by the Lord Fairfax EMS Council. The Lifepack 15 request received a score of 2 (scoring done from 1-5, 1- being highest). The other equipment was rated at a 3. This now goes to the state for review. Will wait to see until process is complete on any further actions.
- I have completed a Homeland Security Grant for vehicle repeaters to be placed in 6 vehicles (2 per station) as part of the Phase 4 radio project. This grant closes on the 18th and will be reviewed and is a competitive grant. Funding is available upto 100%. Total amount requested is \$240,000.

- I will be submitting another grant by the 19th for Fire Prevention and Safety. This grant will focus on accountability equipment to be purchased and a training program to assist with program. Equipment includes helmet identifiers, personnel accountability tags (PAT), engraving machine, training supplies, ect. The total estimated cost is about \$150,000-but is an estimate only due to work is not complete on the grant yet.

-Strategic Goals

1) Strategic Vision and Effective Leadership

- Working with Volunteer Chief to establish their top strategic goals for next calendar year – **UPDATE – This was postponed and will be brought up this month**
- County website upgrades are continuing. The problem with needing a password on some documents has been corrected. There is now a like on the training page for people to be added to any training announcements sent out.
- I am currently reviewing a request by John H. Enders to assist with replacement of their Ladder Truck. I am currently reviewing all information and will make recommendations by the end of this month.

2) Fire and EMS Operations

- Working on updating the Mutual Aid agreement with Jefferson County WV (last updated in '97) – **Update – On-going, this will take some time.**
- Work on updating the laptops/tablets for new computers continues. FF/Medic Barenklau has given me a list of needed software items. I have passed this on to IT to get recommendations from them. The plan is to have IT take over this process and assist with any future problems and replacements. Have discussed this with IT they feel the Panasonic Toughbook CF33 or Getec V110/F110 are good option meeting with Panasonic rep at end of month. Hope to have a definitive decision within the next 30-60 days so that plans can be made in the fiscal year for replacements. These replacements will be multi-year.
- A Training committee meeting was held on April 27th at 1830 at Enders. In attendance were myself and AC Oorndorf. Several different training items were discussed and idea of putting together a training survey to identify with some classes people would like to have. I also am asking the chiefs to look at their departments and come back at next Chiefs meeting to discuss training needs. Included in this is a request from VDFP for training request for the next 18month training cycle to start in July of this year.

- Chief Burns conducted a CAFS class to go over with Co. 4's new Wagon, the class was held on 4/2 & 4/3, he is working to set up another class and driver release requirements.
- Myself and one other employee worked the Apple Blossom Parades on May 5th & 6th.
- Capt. McAlister has notified me that at the request of his chief he will be stepping down as ALS Coordinator for the county. This will be tough position to fill, I have sent out a request to anyone that they think would be good for this, the unanimous chose has been FF/Medic Wilson. I am working on finding out the process for this. This position will be designated as a Jurisdictional Coordinator until Mr. Wilson can obtain all certifications.
- Testing of the Town's water system is currently being conducted and will last for a couple of weeks. This testing is not anticipated to have any direct effects on Fire-Rescue needs.
- I am currently working with our insurance company to set up some training for Clarke County Fire-Rescue personnel through their training system. More on this as it is developed.
- There is a class for the train-the-trainer for the new protocols – this will be done at the Frederick County Office Building - **Postponed, no date to reschedule yet.** The following are people who have signed up to take the train-the-trainer
 - AC Orndorf
 - FF/Medic Wilson
 - FF/Medic E. Grubbs
 - Anyone else? Please have name to me by the end of the week.

3) Recruitment and Retention

- Like to set a recruitment booth at the County fair this summer. Will be discussing this with the chiefs next month on having membership groups from each station work on doing this together.
- Working with IT in setting up a Volunteer interest connect on the website that would be forwarded to each Chief when someone submits for information.
- We have received one request for information for volunteer membership, Melanie will be passing this on to the respective chief.

4) Resource Management

- Working on establishing a responsibilities list to go out to everyone in Fire and Rescue and posted on website. This should help with some confusion on who is on what boards, committees, ect
- The insurance company conducting walk through of Boyce and Enders on Wednesday March 8th for a risk assessment. President Shipe has set up post-walkthrough to discuss the findings, April 19th 1900hrs – cancelled due to some people having other obligations. I have set up a meeting with them for May 3rd. I do have the results and will be looking at a plan to address these concerns. Blue Ridge was not done because theirs was completed in 2015, and Insurance Company recommends this process every 5-10 years. I do have a copy of their findings as well. Here are some common finding between the 3 stations;
 - Age of Electrical
 - Lack of Carbon Monoxide Detectors
 - Driving policy & refresher training
 - Written policies to include – Social Media, Internet Use, leaving Vehicle unattended, ect
- Had a meeting with Law Enforcement to go over their role in EMS, you will see Law Enforcement added to additional call types in an effort to get someone on the scene quicker. This will be viewed after a couple of months
- The Clarke County Patch was voted on and is complete – results posted a 78% to 22% in favor of Patch B. This patch was designed by Mr. Anthony Wright.

5) Health and Safety

- The Fire-EMS Commission will be given a presentation in May by VACORP and VFIS on the WC and AD&D information. I am currently reviewing the information and will give some feedback on some of my concerns.
- In conjunction with the WC and AD&D program I am looking at implementing a wellness and fitness program to span several years.

6) Employee Development

- The new staffing program is up and running and includes a training records system as well. Just going through a verification period.
- Image Trend Conference – FF/Medic Barenklau will be attending this year's Image Trend Conference. System working well with minimal problems.

7) Community Outreach

- Working with group to take a look at a local explores program meeting May 17th to discuss this program further.
- We will be conducting another smoke detector in the community session in Blue Mount in the area of the Retreat on Saturday May 20th.
- 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

DRAFT