



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

AGENDA

November 9, 2017

6:30pm

Clarke County Government Center – Meeting Room AB

1. Approval of Agenda
2. Approval of Minutes – October 12th, 2017
3. Committee Reports –
 - Standards
 - Technology
 - Budget
4. Unfinished Business
5. Report from the Fire and Rescue Association
6. Report from the Director of Fire and EMS
7. Public Comment
8. New Business
9. Adjourn

Next meeting is on December 14th, 2017 at 6:30pm in the Clarke County Government Center – Meeting Room AB



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MINUTES

October 12th, 2017

6:30pm

Clarke County Government Center – Meeting Room AB

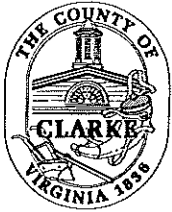
Attendees: Van Armacost, Chairman
Bryan Conrad
Jacob White
Tony Roper
Diane Harrison
David Weiss

Absent: Matt Hoff

Staff: Brian Lichty
Dave Ash
Pam Hess

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

1. Mr. Conrad made a motion to approve the agenda. Mr. Roper seconded the motion. The motion passed with all in favor.
2. Mr. Roper made a motion to approve the minutes from the August 10th, 2017 meeting as presented. Mr. Conrad seconded the motion. The motion was passed with all in favor.
3. Committee Reports –
 - Standards - The committee met on Monday September 18, 2017 (see attached evaluation sheet) Mr. Roper asked for clarification for the County's definitions. Are they in line with national response standards? Mr. Lichty explained that Clarke County is less restrictive. More time is allowed due to being rural and the 11 minutes is the starting point with CAD. Ms. Harrison asked for clarification regarding the 11 minutes-is that a true no response or no one responded from station? Mr. Lichty explained that the committee looks at each one to determine if they are a true fail or an



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overburden. Initial dispatch is for 1st due, at 5 minutes a 2nd attempt is made, then possibly a 3rd attempt.

- Technology-Mr. Roper stated there was nothing to report at this time.
- Budget – Mr. Lichty stated the committee met Thursday September 5, 2017 setting priorities of the stations inventory lists. The data was compiled and sent out by priority level. The next meeting is scheduled for Wednesday October 25, 2017. The November meeting will address the financial side with Tom Judge. Mr. Weiss stated that the Board of Supervisors may or may not fund from this list. This is to work up a capital plan and that the individual companies need to function as usual. Mr. Roper wants to make sure that this process is understood by everyone to include that the companies understand where priorities could go. Mr. Ash explained they are trying to see if money can be saved county wide and be able to utilize the potential savings elsewhere.

4. Unfinished Business

- Mr. Weiss introduced Andrew Nicholson. He is being presented to the BOS and they will be voting to have him join the Fire & EMS Commission as a citizen at large.
- Mr. Lichty is looking into a potential Recruitment/Retention position.
- Mr. Roper advised that November 1st will be the kick off for the law enforcement response to EMS calls. The officers will assist with any basic first aid needs, CPR, tourniquets, AED's are carried in all the cruisers, Narcan, etc. They are still training and refining their responses.
- Mr. Conrad commented that the Lucas device that Boyce received through a state funded grant was used at a cardiac arrest at the country club. There have been positive responses.
- Commission rules and regulation/rules of procedure-Mr. Lichty commented that he was advised by Lora Walburn to keep them in binder and to bring it during each meeting. Mr. Conrad made a motion that since there is an even number of members there would be no need for the chair to break a tie, so there is no need for a second in the future. Mr. Roper seconded and motion was passed all in favor.
- Mr. Lichty requested to postpone discussion on the County Code changes



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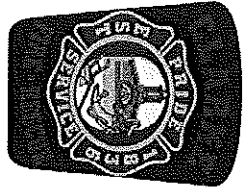
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5. Report from the Fire and Rescue Association-In Mr. Hoff's absence Mr. Conrad stated that the Association voted in favor to use Four for Life money to pay for the new trauma bags/drugs.
6. Report from the Director of Fire and EMS-see attached
 - a. SOG's (Current review)
 - i. Educational Leave
 - ii. Sick Leave
 - iii. Part-Time Employees
 - iv. Holdover/Recall Procedures
 - b. SOG's (Next month reviews)-see attached
 - c. Response report-Mr. Lichty asked what are some of the recommendations or thoughts of Commission to improve. Suggestions were made to determine if there is a need to put resources towards staffing, is there a need for further career personnel, pay per call incentive, define successful programs to help where we need to be looking , community programs to address the public with more knowledge so they can assist, CPR classes or potential monthly volunteer recognition.
7. Public Comment-none
8. New Business-Chairman Armacost reminded the committee that the strategic plan is due in December. He will get together with Mr. Lichty and Mr. Hoff and bring back to committee.
9. Adjourn - Mr. Roper made a motion to adjourn. Motion passed all in favor at 8:20 pm.

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



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	\$33,501.41	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	137	86	62.8%	\$46,858.97	\$36,264.20	77.4%
June 2017	172	91	52.9%	\$42,644.93	\$32,876.48	77.1%
July 2017	140	90	64.3%	\$47,407.53	\$35,644.59	75.2%
August 2017	128	69	53.9%	\$44,109.11	\$33,339.01	75.6%
September 2017	121	81	66.1%	\$34,244.55	\$27,269.63	79.6%
October 2017	159	85	53.5%	\$44,356.11	\$33,725.02	76.0%

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



Division of Fire and Rescue Services
Response Review Report
Year to Date 2017-2018

EMS - Month	Total Count	Total Fail Count	Total Pct.
July 2017	199	21	10.6%
August 2017	203	17	8.3%
September 2017	194	15	7.7%
October 2017	217		
November 2017			
December 2017			
January 2018			
February 2018			
March 2018			
April 2018			
May 2018			
June 2018			

Fire - Month	Total Count	Total Fail Count	Total Pct.
July 2017	82	3	3.7%
August 2017	73	6	8.2%
September 2017	60	0	0.0%
October 2017	58		
November 2017			
December 2017			
January 2018			
February 2018			
March 2018			
April 2018			
May 2018			
June 2018			



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

DIRECTORS REPORT

Month-November 2017 (updated 11/6/2017)

Standard Reports

-Response Report – Will be handed out at meeting, Standards sub-committee has not yet for August responses

-Billing Report –October collections \$32,989.12

Updates-

-Career staff –

- Top 3 categories for Errors – This replaces the top 3 reason non-billable which remains the same.
 - Signature
 - Narrative
 - Procedures
- Current SOGs being worked on;
 - Radio Procedures-Tabled
- Upcoming SOGs
 - Accountability
 - Special Events
 - Knox Box/Lock Box – Chiefs Review
 - Minimum Staffing
 - Emergency Radio Procedures – Chiefs Review
- We are examining the FLSA and shift schedule information for career staff to make possible future changes to save county funding. Looking at making this move in November/December. Sent first batch of information to Mr. Judge

-Emergency Management

- EOP review continues, VDEM has reviewed the final parts, trying to have in front of the board in November.
- In 2017 LEMPG is broken into 4 different projects, 1 – Video conferencing capabilities to each station (this is an expansion from last year's Polycom grant), 2- Prep for state damage assessment program (equipment), 3-Improving

communication capabilities for Director vehicle (Wi-Fi system), 4-Assist with current costs (cell phone) – initial approval for purchasing is complete and items ordered.

- Had an EOC workshop on Oct. 25th, this was a review of some basic stuff about the EOC. Think this over well, will be working to conduct individual department needs after the first of the year.

-Budget

- RSAF Grant for fall 2017 is complete laryngoscopes, this grant has been submitted as an 80/20 grant. It has made it past the Lord Fairfax EMS Council review process, did well.
- 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 was extended to end of June. Funding is available up to 100%. Total amount requested is \$240,000. I anticipate hearing something back by October or so. – Made it past regional review-recommended – Denied
- Next year's grants will be looked at as part of the FY19 Budget process
- The RFP for the hose, ladder and pump testing out for bid – bid closed Aug 22nd, this was awarded to Fire-One, working with Chiefs to answer a few of their questions and work around Berryville water project before setting up testing.
- Next budget meeting is scheduled for November 21st, Finance Director – Tom Judge will be at November meeting to explain county budget process. During this meeting we will start matching priorities to budget.
- LEMPG Grant items have been delivered and set up in each stations, plan to have some training on it in the coming weeks.
- The town of Berryville approved upto \$15,000 for expenses on providing a Tanker Driver M-F from 0600 – 1800 during the large reservoir work (est Mar 2018 – July 2018). Once we get a little closer to this time we will be working on completing the plan for this part – update – **the first phase of this project has started.**

-Strategic Goals

1) Strategic Vision and Effective Leadership

- County website upgrades are continuing. New items have been placed under the billing page, new Clarke County Fire-Rescue Patch also added
- October 25th & 26th, is the WOW (world of works) conference, this is set up as a learning time for 7th and 8th graders to help them identify their goals and possible jobs. Clarke County has been part of this for the last couple of years, we are working to become a little more involved in this program. This

was a big success and was attended by more than a dozen school systems around the area.

- I have begun a review of the strategic plan and will be working to have updates to the committee and sub-committee soon.

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. – Had a meeting with Director in WV on 10/18, they are taking a draft copy back to their departments.
- We have completed classes for the new EMS protocols that went into effect on October 1, 2017; but providers are allowed until the first of the year to complete required training per OMD. Clarke County currently has 86 EMS providers on the Authorized to Practice list for the 2017 protocols.
- Clarke County Public Safety was recognized at the Top Virginia Regional Chamber Valor Awards on Nov. 2nd, the following received awards;
 - Lifesaving Award – Deputy James Herron, Sergeant Jason Hough, Dispatcher Rebecca Richards (Clarke County Sheriff's Office)
 - Gold Award of Valor – FF/Medic Wade Wilson and FF/EMT DeWayne Nalls
- Mr. Barenklau is working on an Image Trend updates class to go over the changes that have taken place over the past year. These dates are complete and are as follows;
 - Co. 8 – 11/29 @ 1830
 - Co. 4 – 11/13 @ 1830
 - Co. 1 – 11/21 @ 1830

3) Recruitment and Retention

- Clarke County Schools is working with the Lord Fairfax EMS Council in setting up a high school EMT program this is set up for next school year.
- New draft Clarke County Volunteer Pamphlet – Approved will go on website and out to business and units, and used at fair for recruitment.
- We had a Recruitment and Retention meeting last month and went over items from the 2012-2014 study conducted also suggestions on how to improve recruitment of volunteers.

4) Resource Management

- The WC and AD&D insurance – Update – working with Joint Administrative Services (JAS) to make sure we have procedures set up. Beneficiary information sheets (first round) have been completed, entered into information held at the County level and turned into the Insurance company.
- The vehicle insurance is up for renewal in November we are looking at cost differences if we were to go to a replacement cost instead of value cost.
- Building Damage to Co. 1 is complete; all insurance money has been received and waiting for invoices from the department – Update have started to process invoices received from Enders, there was a supplemental to this claim.
- During the recent hurricanes we have had people offer services for swift water resources. We will be working to make this a possible resource for state list. – We have added this as a resource in the EMAC state resource list.

5) Health and Safety

- After a careful review of the WC and AD&D policy I am working on a plan to help with our Health and Safety – will be ready next month July – Postponed hope to have complete by end of summer. Update – Have started looking at three different options, 1-from IAFF, 1-from Seattle FD, 1-Fire fitness, this will be addressed at next budget meeting.

6) Employee Development

- Image Trend Conference – FF/Medic Barenklau attended this year's Image Trend Conference. Clarke County is considered one of the front runners for recognizing and implementing reporting changes. – he provided an update of this information that will be reviewed by the Chiefs.
- Mrs. Radford attended and completed her CEU certifications for billing in Hersey.
- The Jurisdictional Coordinator Wade Wilson will be attending the upcoming EMS symposium - This will assist with updating the needed information from OEMS and in helping to meet requirements for our jurisdiction

7) Community Outreach

- This week Oct 8th thru the 15th was Fire prevention week. Departments attended local schools for presentations, John H Enders had an open house on the 8th of this month. We set up a table at the government building and

handed out hats and fire prevention information to kids and families on Tuesday after the library story time.

- 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- rough draft done.**

Other remarks