



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

AGENDA

February 8th, 2018

6:30pm

Clarke County Government Center – Meeting Room AB

1. Approval of Agenda ✓
2. Approval of Minutes ✓ – January 11th, 2018
3. Committee Reports –
 - Standards
 - i. Discussion of Recommendations
 - Technology – No report prior to meeting
 - Budget/Preparation
 - i. Funds use request-EMS Committee
 - ii. Incentive Program
 - iii. OMD Budget Request
4. Unfinished Business
5. Report from the Fire and Rescue Association
6. Report from the Director of Fire and EMS ✓
 - Quarterly Report-Draft ✓
7. Public Comment
8. New Business
 - a. Agenda Change
9. Adjourn

All meeting documents will be distributed at meeting. Next meeting is on March 8th, 2018 at 6:30pm in the Clarke County Government Center – Meeting Room AB



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MINUTES

January 11th 2018 6:30pm

Clarke County Government Center – Meeting Room AB

Attendees: Van Armacost, Chairman
Bryan Conrad
Matt Hoff
Diane Harrison
David Weiss
Jacob White

Absent: Tony Roper
Andrew Nicholson

Staff: Brian Lichty
David Ash

Chairman Armacost called the meeting to order at 6:47 pm due to a structure fire dispatch.

1. Mr. Lichty noted a correction needed on the agenda for the date of January 3rd 2017 to January 3rd 2018. Mr. Conrad made a motion to approve the agenda with the correction. The motion was passed with all in favor.
2. Mr. Hoff made a motion to approve the minutes from the January 3rd 2018 (Special Meeting) as presented. Mr. Weiss abstained due to his absence at this meeting. The motion was passed with all others in favor.
3. Committee Reports –
 - Standards
Presentation – Process Mr. Lichty presented with a power point. (see attached) Mr. Weiss asked for clarification which was made by Mr. Lichty that the individual company's membership response breakdown is only for active members who are entered into



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ImageTrend as operational personnel. These totals do not include non-operational personnel. Mr. White stated that average responses for the Rescue side is just under the 11 minute standard at 10.99 countywide, so the stations are doing what is asked. Mr. Weiss wanted to stress that all the collection of this data is just for information not to penalize any specific company directly. Mr. Lichty commented that the data being presented needs to also be looked at to see what can be done to continue to make improvements. There was a discussion pertaining to the possibility of splitting career staff to other stations if using duty crews or volunteers to maximize staffing countywide for the best coverage available. Mr. White asked if the labeling of just the company names could be hidden to show the data as the countywide system. Mr. Lichty brought attention to the fact that they still need the breakdowns by station in order to be able to improve and/or figure where the burdens are or may be. Chairman Armacost made the statement that one of the biggest struggles/deficiencies is not having enough or any volunteer medics to be able to assist or respond to calls when the career staff is already on a call. Mr. Lichty confirmed that he just finished this presentation and all will be sent to the Chiefs for discussions/recommendations on what steps to take next. Mr. Weiss commented that it's better to try new things even if they don't work, than to not try them at all.

- Technology – Nothing to report at this time.
- Budget -
 - i. Grants – Mr. Lichty is asking for direction on how to proceed with grant applications. Do we continue to have the individual companies do as they have been or do we apply as a system countywide? Who then would designate how an awarded grant would be liquidated? Could there be a general process put in place maybe for next fiscal year? The grant process is also a part of the budget process so this needs some attention in order to submit the appropriate figures. After some discussion, prioritizing and unified decisions need to be made



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objectively between the companies and the county in order to continue the focus on the standardized countywide system.

- ii. Incentive Program – Mr. Lichty presented four different basic types of incentive programs for Fire & EMS companies that have worked in other areas. (see attached) The general consensus was made that one or more of the programs presented could work in Clarke County. The details of which option/options to go with would be determined and voted on later, if approved by the Finance Committee and Board of Supervisors, with input from the all the Chiefs as well. The funding request would be made in addition to the increase of stipends request. Mr. Conrad made a motion to request a monetary value totaling \$15,000.00 in the budget submission for this fiscal year 18/19 to establish an incentive program. The motion was passed with all in favor with Mr. Weiss abstaining.

4. Unfinished Business - None
5. Report from the Fire and Rescue Association – Nothing at this time. Meeting is scheduled for January 22nd 2018.
6. Report from the Director of Fire and EMS – Mr. Lichty presented his report. (see attached) No questions or comments at this time.
7. Public Comment – Attendees: Chief Jason Burns, Carolyn Trent, Nick Giamanco, Chris Grubbs, and Madison White all from Blue Ridge. Chief Burns stated that he doesn't understand why there needs to be a discussion of how grants should be handled. The stations have always worked well together and in support of the County. This has been discussed previously and the issue with trying to standardize it countywide could potentially risk multiple grants be awarded to individual companies versus only one for the whole county. Carolyn Trent wanted to recognize the two major accomplishments of standardization on the EMS side being the grant awarded for the new laryngoscopes and the new ALS trauma/drug bags. Any medic could jump on any ambulance in the County and they are all same. The next goal is working on the BLS bags.



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8. New Business

- a. Election of Chair and Co-Chair – Chairman Armacost will be stepping down as Chair at the end of his term in July 2018. Mr. Conrad nominated Mr. Hoff as the new Chairman. Ms. Harrison made a motion to close the nominations. The motion and nomination was passed with all in favor. Chairman Armacost nominated Ms. Harrison for Co-Chair. Mr. Conrad made a motion to close the nomination. The motion and nomination was passed with all in favor.
- b. Blue Ridge VFD-Staffing Request – Chief Jason Burns commented that after last week's meeting, the response statistics were used against the budget process and held down to performance and it's a shame that the numbers presented tonight weren't ready last week because he feels that it would have been painted a different picture and possibly a different outcome. He then read the signed agreement that the County and Blue Ridge have regarding staffing. (see attached) The letter is going to the Board of Supervisors due to section C. Blue Ridge feels that they have done all that they can on a volunteer basis and that the County will now need to provide the career staffing at the station in order to fulfill the requirements of the agreement. Mr. Weiss asked for clarification, is Blue Ridge stating that they will no longer volunteer and be running calls? Chief Burns stated no, they will still do what they can they just can't abide by the signed agreement as a viable department therefore they are sending in the request. Mr. White asked if the commission should even have any kind of say or recommendation on this request? The request is directly from Blue Ridge to the Board from the system that is already in place. Mr. Weiss stated that the Board of Supervisors meets next week and they will discuss it then with the hopes of coming to some middle ground to solve this issue. Mr. Lichty stated that if anyone has any questions or requests for specific information in order to make any kind of sound recommendation or decision let him know as soon as possible. Ms. Harrison stated that from previous discussions, would the moving of staffing help this situation and/or could it be done fast enough to help? Chief Burns commented that this was looked at before and all three Chiefs agreed that it wouldn't be realistic expectations to have the



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volunteers moved to different stations from the community that they are serving.

9. Adjourn – Mr. Hoff made a motion to adjourn. The motion was passed with all in favor at 8:34pm.

Next meeting is on February 8th 2018 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 2017-2018

Month	Total Reports EMS	Billable Reports	Total Pct. Billable	Total Billed Month (Allowed)	Total Revenue Month (Net)	Revenue Percentage
January 2017	131	79	60.3%	\$41,062.94	\$31,724.33	77.3%
February 2017	122	82	67.2%	\$39,977.39	\$28,420.62	71.1%
March 2017	128	81	63.3%	\$45,605.96	\$31,531.63	69.1%
April 2017	123	75	61%	\$32,543.89	\$25,246.04	77.6%
May 2017	137	86	62.8%	\$46,858.97	\$36,264.20	77.4%
June 2017	173	91	52.6%	\$42,644.93	\$32,876.48	77.1%
July 2017	140	89	63.6%	\$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	67%	\$34,244.55	\$27,269.63	79.6%
October 2017	159	85	53.5%	\$44,356.11	\$33,725.02	76.0%
November 2017	153	78	46.5%	\$41,626.46	\$33,645.60	80.8%
December 2017	143	88	61.5%	\$38,586.29	\$28,862.07	74.7%
January 2018	130	85	65.3%	\$50,509.67	\$39,690.94	78.6%

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	18	9.04%
August 2017	203	17	8.37%
September 2017	194	15	7.73%
October 2017	217	12	5.52%
November 2017	222	20	9.0%
December 2017	205	22	10.7%
January 2018	192		
February 2018			
March 2018			
April 2018			
May 2018			
June 2018			

Fire - Month	Total Count	Total Fail Count	Total Pct.
July 2017	82	2	2.4%
August 2017	73	6	8.21%
September 2017	60	0	0%
October 2017	58	4	6.89%
November 2017	81	1	1.23%
December 2017	74	7	9.45%
January 2018	80		
February 2018			
March 2018			
April 2018			
May 2018			
June 2018			

****This report reflects changes made by the Standards Sub-Committee***



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

DIRECTORS REPORT

Month-February 2018 (updated 2/5/2018)

Standard Reports

- Response Report – Report included
- Billing Report –December collections \$39,176.09

Updates-

-Career staff –

- Top 3 categories for Errors – This replaces the top 3 reason non-billable which remains the same.
 - Signature
 - Narrative
 - Other
- Current SOGs being worked on;
 - Return to Work Policy for Non-Work Related Medical Conditions-Chiefs Review
 - Accountability-Chiefs Review
- Upcoming SOGs
 - Special Events
 - Minimum Staffing

-Emergency Management

- Working with Grafton School on their new requirements from the Department of Education regarding Emergency Preparedness
- In 2017 LEMPG project is almost complete. The wifi extension to the social hall area at Enders is now complete just waiting on access point. The equipment for Blue Ridge will be ordered soon. The docking station is now in for the Directors Vehicle.
- We have begun the implementation of Crisis Track. This is a damage assessment tool used by the state and we will be working on training for the program in the first quarter of 2018-scheduled for 3/19

- The town of Berryville water project is now complete with the 1st Phase. The second phase of this project will begin the spring. This is the most critical phase because it is for the updates to the largest reservoir tank.

-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. – Official notification has been made for the award, logistics-The EMS committee has requested the use of the “vehicle fund” to help purchase items on this grant. Recommended by EMS Committee, Association and Requesting recommendation from Commission. This will then move to the Finance committee for approval.
- All budget documents with current requests have been submitted into the Munis system. This includes all documents used by the sub-committee as presented. A request to present the budget has also been requested. Would like the Commission to discuss and decide who will present. I have requested one time slot and request myself and one other person present. The dates for this will be either 2/15 at 6:30pm.
- Although I am working on the formal request for the Town of Berryville I anticipate a decrease from last year’s allotment.
- Included in this year’s budget request was an OMD stipend request for \$5,000. I am requesting the Commission make their recommendation for this item.
- Reminder emails have been sent to the chiefs to have members turn in their Personnel Property Tax relief forms and to receive 4th quarter money they must turn in their receipts for 4-life and Fire Programs

-Strategic Goals

1) Strategic Vision and Effective Leadership

- A review of the Dispatch procedures and ESN’s will take place in 2018 this is in line with strategic plan. –update – an email has been sent to set up this meeting
- The End of Year report is now posted.
- I will be attending the Virginia Fire-Rescue Conference the week of 2/20 (used to be the Fire Chiefs Conference)
- I have sent the chiefs a request for membership types and information for a couple of different reasons-
 - Winchester Star is doing an article on the decline of volunteers in the area.

- We have several different numbers for members but none of them match. Examples, insurance, Image Trend, Beneficiary forms, Tax Forms. Trying to get these rosters all in line.
- To define as to what each department considers on Operational and Associate member and what the requirements are for each department. This will help in efforts on Recruitment and Retention to standardize this information.
- Also falls in line with what we are paying for insurance for each member type and numbers

2) Fire and EMS Operations

- Working on updating the Mutual Aid agreement with Jefferson County WV (last updated in '97) – Update – This is with WV personnel for review.
- The Chapter 32 EMS changes are not posted yet on Town Hall website
- Hose, ladder, pump & aerial testing complete with the following results.
 - Ladders – 521ft, all passed
 - Hose – 21970ft total tested, 725ft-failed,
 - Pump – 7 pumps tested (2 not tested-new), all passed, 5 overall good, 1-satisfactory, 1-excellent
 - Problems – 2 vacuum problems, 1-deteriated strainers

3) Recruitment and Retention

- Clarke County Schools has partnered with Lord Fairfax EMS Council in providing an EMS class for students. This is done as part of a regional program, and Clarke County will have 3-4 spots for this program. The classes will be held at LFEMS Council office, students will be bused to and from.
- I will be working on a quarterly report that each department will need to turn in that outlines information about their recruitment activities this report would include such items as; number new members, status of new members, types of new members, recruitment activities with success.

4) Resource Management

- The WC and AD&D insurance – Update – additional beneficiary information sheets still need to be turned in but have received more.

- A review of some procedures with the insurance company has propped the development of some SOGs that will be coming in the next couple of months.
- Boyce VFD had to make some temporary accommodations for the loss of several heating/AC units. I am currently working with the to determine if it falls within any possible insurance claims.

5) Health and Safety

- There is a new bill (SB670) that is working its way through General Assembly about firefighter mental health awareness training. It is currently in the House. This new bill addresses mandatory mental health training for FFs and EMTs.

6) Employee Development

- Nothing new at this time.

7) Community Outreach

- We have had 2 additional smoke detector installs as part of the Red Cross program in the past 30 days. Looking at doing another "smoke detector in the community" program in the spring.

Other remarks



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



FISCAL YEAR 2019 QUARTERLY REPORT

Department: _____

Date: _____

- | | | |
|-----------------------|----------------------------------|--------------------------|
| <u>Quarter</u> | 1 – July 2018 – September 2018 | <input type="checkbox"/> |
| | 2 – October 2018 – December 2018 | <input type="checkbox"/> |
| | 3 – January 2019 – March 2019 | <input type="checkbox"/> |
| | 4 – April 2019 – June 2019 | <input type="checkbox"/> |

Recruitment Information

Number of New Member Interests _____

Number of New Operational Members Voted In _____

Number of New Associate Members Voted In _____

How did New Member Interests hear about department?

- | | |
|----------------------------|------------------|
| ___ Member of Department | ___ Newspaper |
| ___ Internet-Facebook | ___ Station Sign |
| ___ Internet-Webpage | ___ Friend |
| ___ Other (explain): _____ | |

Recruitment Events (type, date, location):

Four-For-Life Funding

Allocated Amount: _____

Amount

Summary of Use (Training, Equipment, Supplies, ect.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Fire Programs

Allocated Amount: _____

Amount

Summary of Use (Training, Equipment, Supplies, ect.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Person Completing Form (Last name, First Name): _____

Current Operational Members: _____

Current Associate Members: _____

OFFICAL USE ONLY

Date Received: _____

Accepted: _____ Denied: _____ Reason for Denial: _____



Clarke County Fire and Rescue

Standard Operating Guideline

Subject: Fire & Rescue Required Quarterly Reporting	SOG: 200.01	Page 1 of 3
Category: Finance – Required Quarterly Reporting		Sub Category: Quarterly Reporting
Approved by: Fire and EMS Director, Boyce VFD Chief, Blue Ridge VFD Chief, John H. Enders VFD Chief		Effective Date: TBD

Purpose

To establish guidelines for Volunteer Fire and Rescue companies on the reporting of information on Recruitment, Retention, funding allocations and other areas as deemed necessary by Clarke County.

Definitions

The following definitions have been adopted for use;

- **Members** – Any member of the Clarke County Volunteer Fire-Rescue Department to include Boyce VFD, John H. Enders VFD and Blue Ridge VFD.
- **Operational Membership** – Any member of the Clarke County Volunteer Fire-Rescue Department that participates in responding to or engages in activities associated with firefighting, emergency medical care, hazardous materials response or other like activities.
- **Associate Membership** – Any member of the Clarke County Volunteer Fire-Rescue Department that participates in fundraising, social events or like activities that are supported by the department.

Quarterly Reporting

- A. Each department must complete a Fiscal Year quarterly report for each quarter of the year (quarters outlined in the fiscal year quarterly report).
- B. The information in this report must be accurate to the best of the department's ability upon submission.
- C. In order to receive funds for the next quarter the quarterly report must be completed for the previous quarter.
- D. Each department will be given a copy of the quarterly report on or before the first day of the Fiscal year.
- E. The reporting requirements may be updated annually as needed. However, any changes to the report will take place a minimum of one quarter prior to requirement.



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



MEMORANDUM

To: Fire-EMS Commission Members

From: Brian Lichty, Director

Cc: David Ash, County Administrator

Date: 1/23/2018

RE: Request for use of funds

This month the Clarke County Fire-Rescue system was awarded a Rescue Squad Assistance Fund grant (RSAF) from the Virginia Department of Health, Office of Emergency Medical Services. This grant is for the purchase of devices used for intubation. The total grant award is for \$27,240.03 (\$13,594.95-State match, \$13,645.08-Local match).

The Clarke County EMS Committee, a sub-committee of the Clarke County Fire-Rescue Association, applied for this grant on behalf of all four Clarke County Fire-Rescue Departments. The sub-committee is requesting the use of a County fund account, possibly the "Vehicle Fund", to purchase all the items listed on the grant. With the understanding that each company will pay their "matching funds" to the county and that the money received from the grant (State match) will also be given to the county. All funds received will replenish the account to its original balance. All transactions are anticipated to be completed no later than April 1, 2018.

On Monday January 22nd at the Clarke County Fire-Rescue Association meeting, there was a unanimous vote supporting this request. The Association is requesting the Fire-EMS Commission to further support this request for consideration by the Clarke County Board of Supervisors.



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



MEMORANDUM

To: Tom Judge, JAS Director
From: Brian Lichty, Director Fire, EMS and Emergency Management
Cc: David Ash, County Administrator
Date: January 8th, 2017
RE: Operational Medical Director Fee

The Operational Medical Director (OMD) is the Doctor who oversees all Emergency Medical Providers in the Clarke County Fire-EMS system. This is in accordance with Virginia Code 12VAC5-31-590;

“A. An EMS agency shall have a minimum of one operational medical director (OMD) who is a licensed physician holding endorsement as an EMS physician from the Office of EMS.”

In past years Clarke County has not paid any fees to this position. However, in changes to our OMD and with increased costs associated with this positions such as malpractice insurance, office time, administrative and protocol support and many others this request is being made.

Our current OMD Doctor Turnbull continues to be a critical element to the success of our EMS program. His knowledge, willingness to assist in improving our system has allowed our organization to grow in the past year. His position as an Emergency medical Physician at Valley Health allows our Jurisdictional Coordinator to work closely with him in order to complete many tasks in a timely manner.

It is my recommendation that his requested Fee (\$5,000) is within our organization's best interest. This fee will assist him in maintaining his current OMD certification and assist in further required training. Should you have any further questions please feel free to contact me.