



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

AGENDA

October 11th, 2018

6:30pm

Clarke County Government Center – Meeting Room AB

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes – July 12th, 2018 (motion made, no vote)  
August 9<sup>th</sup>, 2018 (motion made, no vote)  
September 13<sup>th</sup>, 2018
4. Committee Reports – Information Only
  - Standards – Report to be delivered day of meeting
  - Technology – No report prior to meeting
  - Budget/Preparation – Update
5. Unfinished Business
  - Blue Ridge Staffing Request– Update – Information Only
6. Report from the Fire and Rescue Association – Decision and/or vote
  - Notes from last meeting
  - Fire Programs and 4-for-life funds FY 2019 recommendations
  - Organization in Fire-Rescue system
    - i. Role of Association
    - ii. Need for agenda item
7. Report from the Director of Fire and EMS – Information Only
8. New Business
  - Blue Ridge VFD request for matching funds on 2018 RSAF Grant – Recommendations for BOS Finance Committee



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

9. Summary of required action (New addition to agenda)
10. Adjourn

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

DRAFT



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

MINUTES

August 9<sup>th</sup>, 2018

6:30pm

Clarke County Government Center – Meeting Room AB

Attendees: Matt Hoff, Chairman  
Diane Harrison  
Andrew Nicholson  
Jacob White

Absent: Van Armacost  
Bryan Conrad  
Tony Roper  
David Weiss

Staff: Brian Lichty  
Pam Hess  
Brian Rosenberry  
Brianna Taylor

1. Call To Order – Determination of Quorum

At 6:30pm, Chairman Matt Hoff determined that a quorum was not present and the meeting could not proceed.

2. Next Meeting

The next regularly scheduled meeting is set for Thursday, September 13th, 2018 at 6:30pm.

---

Minutes Recorded and Transcribed by Brianna R. Taylor

The attached minutes are DRAFT minutes. While every effort has been made to ensure the accuracy of the information, statements and decisions recorded in them, their status will remain that of a draft until such time as they are confirmed as a correct record at the subsequent meeting.



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

MINUTES

September 13<sup>th</sup>, 2018

6:30pm

Clarke County Government Center – Meeting Room AB

Attendees: Matt Hoff, Chairman  
Dave Weiss  
Tony Roper  
Jacob White  
Diane Harrison  
Andrew Nicholson  
Bryan Conrad

Absent: Van Armacost

Staff: Brian Lichty  
Pam Hess  
David Ash  
Melanie Radford

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

1. Mr. Lichty stated there are two corrections for the agenda. The Technology Committee meeting was held on August 27<sup>th</sup> 2018 and the minutes were sent to the Commission members via email and included in tonight's packets. Under Unfinished Business, the Volunteer Incentive Program was previously approved at the June 14<sup>th</sup> 2018 meeting therefore it can be removed from the agenda. Mr. Roper made a motion to approve the agenda as amended by Mr. Lichty. No voting occurred.
2. Public Comment – None
3. Mr. Weiss requested to clarify his comment on the July 12<sup>th</sup> 2018 minutes, #5-page 3-top paragraph. He was trying to state that the purpose of the program is not just to receive an incentive but to improve our standards. Mr. Roper made a motion to approve the minutes as amended from the July 12<sup>th</sup>, 2018 and August 9<sup>th</sup>, 2018 meetings. No voting occurred.
4. Committee Reports –
  - Standards – (See attached) – Mr. Lichty noted that on page 11, one of the things being tracked is how many times they are able to get 2 people on scene within a specific amount of time to get close to a response time. Originally it was set at an 8 minute mark but was adjusted up to a 15 minute mark. 92% of the time last month, that mark was met and Mr. Lichty felt that this needed to be recognized. Mr. Roper asked the question if it is then appropriate to lower the standard.

The attached minutes are DRAFT minutes. While every effort has been made to ensure the accuracy of the information, statements and decisions recorded in them, their status will remain that of a draft until such time as they are confirmed as a correct record at the subsequent meeting.



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

Mr. Lichty's opinion is to see if this can still be maintained consistently before making any adjustments while still reviewing monthly. Mr. White stated that there is some confusion on the difference between the response review report vs the standards subcommittee response evaluation pages 12 & 15 of this packet and Ms. Harrison agreed. He asked if the Commission should only be looking at the final response evaluation sheet with more accurate data instead of both. Mr. Lichty stated that the raw numbers come directly from dispatch on the response review report and that's why there is a notation on the bottom of the sheet "\*This report does not reflect changes made by the Standards Subcommittee\*". Mr. Conrad explained how some of the data is changed due to overburdens, actual fails, etc. Ms. Hess explained the data provided in the dispatch reports are broken down by units. Mr. White and Ms. Harrison's concerns are if the raw data submitted should even be seen then due to the perception looking worse than what it really is. Mr. Lichty explained that localities go by PCAP which is how the dispatch runs are reported therefore giving the same data to another agency or someone else if requested. Mr. Weiss agreed that having the raw data is still viable for the BOS. In a broader perspective it helps when looking at structural requests or changes, severity of lack of responses, etc. Mr. Weiss understands that it could come across as a penalty or a pejorative number against a certain company at a certain time, but it certainly is not how the BOS views it.

- Technology – (see attached) Mr. Roper briefly reviewed the minutes provided in packet-Mr. Weiss asked why it was decided not to deploy MDT's (Mobile Data Terminals). Mr. Lichty explained that the costs were a major factor. The Blue Ridge station had already replaced most of theirs with tablets at a much cheaper cost. JH Enders station is submitting an EMS grant and an agreement was made with the County that if all the departments purchased the Toughbooks with the specs recommended by the County's IT department, the County would take over the responsibility of maintaining them from that point forward. These computers not only allow for reporting but also MDT access at the same time, unlike the tablets.
- Budget/Preparation
  - i. Proposed budget layout – Mr. Lichty stated that this month's schedule is for all three companies to submit their budgets to the Association. The Association will then choose one individual to represent all three departments to present with Mr. Lichty to the Commission. Mr. Lichty will schedule a date & time after the Association meeting with Ms. Harrison & Mr. Nicholson to review and prepare their recommendations to the Commission.

5. Unfinished Business

- Volunteer Incentive Program-(see attached) – Was removed from the agenda but Mr. Lichty will send out a reminder to all the departments that this will be starting October 1<sup>st</sup> 2018. Mr. White noticed a typo on page 14-July, Quarter 2 stating "months not receiving incentive" says

The attached minutes are DRAFT minutes. While every effort has been made to ensure the accuracy of the information, statements and decisions recorded in them, their status will remain that of a draft until such time as they are confirmed as a correct record at the subsequent meeting.



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

“November” but it should state “October” in that example given. Mr. Lichty confirmed the typo and will correct.

- Blue Ridge Staffing Request—(see attached) Mr. Lichty reviewed Page 7 giving a full months of data from August. Mr. Roper asked how much the expense was for the month and how that works in the entire budget process. Mr. Lichty confirmed the amount was a little over \$5,000.00 and Mr. Weiss stated that the BOS made a supplemental appropriation to cover the expense for the fiscal year. The finances have been set aside however the monthly review still needs to come from the Commission in regards to the staffing assistance continuing. Mr. Conrad made a motion for the Commission to recommend that this process continue for another month. The motion was passed with all in favor.
6. Report from the Fire and Rescue Association – Mr. Lichty stated that they discussed the REC grant award that will allow purchasing three meters having one go to each company. Recommendations were made for replacements and voted on with the outcome of Mr. Doug Lawrence to replace Mr. Van Armacost. Mr. Weiss stated that the BOS still needs the letter from the Association in order to do the appointment next Tuesday.
  7. Report from the Director of Fire and EMS – (see attached) No comments or questions.
  8. New Business - (see attached) Mr. Hoff read a letter from Boyce Volunteer Company withdrawing from the Clarke County Fire & Rescue Association signed by 9 members of the Board of Directors. Mr. Weiss and Mr. Ash will give a copy of the letter to the BOS Tuesday and another letter is going to Mr. Udy with Fire-Rescue. A discussion was held regarding potential budgetary issues, funding, potential rewriting of procedures/policies, legalities and authorities for participation, how this could enhance/change the county wide system and the structure of the hierarchy established by the county. When questioned, Mr. Hoff informed the commission that Boyce felt as though they were not being adequately represented by the Association and that it was a significant discussion for over two months before being voted on. There have been some communication issues, an inability to deal with the big picture and day to day functions. When asked if the Association would be able to rectify the problems, would there be an option to revisit Boyce’s decision. Mr. Hoff expressed that all the letter states is, “at this time”. Copies of by-laws/agreements will be gathered and brought to the next meeting to help with making educated decisions. With regards to the potential budgetary issues, Mr. Conrad made a motion to have each individual companies present their budget requests directly to the Budget Sub-Committee. After further discussion, Mr. Conrad withdrew his original motion and made a motion to have each individual company present their budget requests directly to Mr. Lichty and he will then present an entire countywide budget request to the Commission with one member from each company available for potential questions. The motion was passed with all in favor. Ms. Harrison asked for clarification as to how/why was the County only involved with Boyce’s station building issues and not Ender’s and Blue Ridge’s as well. She was informed that all the Chiefs have been asked to submit requested information regarding their needs for repairs, but have only received a response from Boyce.

The attached minutes are DRAFT minutes. While every effort has been made to ensure the accuracy of the information, statements and decisions recorded in them, their status will remain that of a draft until such time as they are confirmed as a correct record at the subsequent meeting.



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

Ms. Harrison touched base on the potential change of the designated county lines dividing Clarke and Warren. Mr. Ash will be looking into this more, but as to the current funding contribution given for Warren County providing/assisting with services to Clarke, that would still remain the same.

9. Mr. Roper made a motion to adjourn. The motion was passed with all in favor at 7:49pm.

Next meeting is on October 11<sup>th</sup>, 2018 at 6:30pm in the Clarke County Government Center – Meeting Room AB

---

Minutes Recorded and Transcribed by Melanie Radford

The attached minutes are DRAFT minutes. While every effort has been made to ensure the accuracy of the information, statements and decisions recorded in them, their status will remain that of a draft until such time as they are confirmed as a correct record at the subsequent meeting.



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

MINUTES

July 12<sup>th</sup>, 2018 6:30pm

Clarke County Government Center – Meeting Room AB

Attendees: Diane Harrison, Chairman  
David Weiss  
Tony Roper  
Van Armacost  
Andrew Nicholson

Absent: Matt Hoff  
Jacob White  
Bryan Conrad

Staff: Brian Lichty  
Pam Hess  
David Ash

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

1. Mr. Armacost made a motion to approve the agenda. The motion was passed with all in favor.
2. Public Comment - None
3. Mr. Roper made a motion to approve the minutes from the June 14<sup>th</sup>, 2018 meeting. The motion was passed with all in favor.
4. Committee Reports –
  - Standards – (see attached) Mr. Lichty missed printing out the failure/burden report. He will send to everyone via email but did go over the figures verbally. Mr. Roper asked about overall percentages and Mr. Lichty

The attached minutes are DRAFT minutes. While every effort has been made to ensure the accuracy of the information, statements and decisions recorded in them, their status will remain that of a draft until such time as they are confirmed as a correct record at the subsequent meeting.





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

confirmed that everything is staying about the same with minimal fluctuations. Mr. Weiss asked about dispatch review. Mr. Lichty explained that all dispatch, both fire and ems, guidelines/protocols are under review and some changes will be made regarding which vehicles will be dispatched. The changes should have a positive impact on responses/failures as well as staffing appropriately.

- Technology – Nothing to report at this time.
- Budget/Preparation
  - i. Proposed budget layout – (see attached) Mr. Lichty reviewed the proposed form that the budget subcommittee felt will provide the most accurate information needed to help determine annual budget requests. Mr. Armacost stated that he thought it was a simple form to be easily used by the individual companies. Once completed, it would be presented to the Association, and then brought to the work group. Timelines were previously discussed as volunteer companies to give to the Association in September, submit to the budget subcommittee in October, and finally presented to the Fire & EMS commission in November with voting to be held in November or December at the latest. Annual budget submissions are due by January 15<sup>th</sup> each year. Mr. Weiss suggested following the same format that the Sheriff's office utilizes. Mr. Armacost suggested that the company form have pre-filled amounts for what is already awarded so they do not change it. If a company is requesting an increase, that is when a formal presentation is done before the Commission. All were in acceptance of the form, agreeing adjustments can always be made as needed in the future.

5. Unfinished Business

- Volunteer Incentive Program-(see attached) – Mr. Lichty reviewed breakdown as requested. Mr. Weiss voiced that the BOS agreed to try this

The attached minutes are DRAFT minutes. While every effort has been made to ensure the accuracy of the information, statements and decisions recorded in them, their status will remain that of a draft until such time as they are confirmed as a correct record at the subsequent meeting.



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

new program but it is not to just give money out. The purpose of this program is to achieve the incentive but reaching the already established goals to achieve better standards. Mr. Armacost confirmed that logging members on to IAM Responding during meetings, fundraising events, etc. will count towards the incentive criteria as long as they are officially there to respond to the calls and will respond if needed. Mr. Armacost made a motion to approve Option 2 as presented in this packet. Motion was passed with all in favor.

- Blue Ridge Staffing Request– Update – Mr. Lichty informed the commission that the staffing assistance will start on Monday July 23<sup>rd</sup>, 2018. System wide monthly review will give some of the information from the first week or two during the August meeting. For the September meeting there would be a full month of data reviewed and presented.
  - Changing of voting rules for BOS representative – Chairman Hoff requested Mr. Lichty presented this at tonight’s meeting in his absence per Mr. Weiss’ request. At other commissions/groups meetings, the BOS liaison only votes where they are required to. Mr. Nicholson made a motion that Mr. Weiss only votes in the event of a tie. Motion was passed with all in favor.
6. Report from the Fire and Rescue Association – Nothing to report at this time.
  7. Report from the Director of Fire and EMS – (see attached) Mr. Lichty disclosed where in the hiring process he is and expressed concern due to only having two applicants at this time that are ALS providers. Mr. Nicholson questioned what costs would be incurred to provide the required classes to a BLS provider to advance to ALS. Mr. Lichty explained that he is attending a regional meeting on Monday July 16<sup>th</sup> to determine which agencies and what classes everyone may be in need of. There are only so many funded classes awarded by VDFP annually. He would have to explore what the potential additional costs would be. The

The attached minutes are DRAFT minutes. While every effort has been made to ensure the accuracy of the information, statements and decisions recorded in them, their status will remain that of a draft until such time as they are confirmed as a correct record at the subsequent meeting.



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

Firefighter I class that Blue Ridge just hosted/completed was partially funded but still relied on donations to help with additional expenses such as the hay and the building used to burn. No other comments or questions.

8. New Business – Nothing at this time
9. Mr. Roper made a motion to adjourn. The motion was passed with all in favor at 7:34 pm.

Next meeting is on August 9<sup>th</sup>, 2018 at 6:30pm in the Clarke County Government Center-Meeting Room AB

The attached minutes are DRAFT minutes. While every effort has been made to ensure the accuracy of the information, statements and decisions recorded in them, their status will remain that of a draft until such time as they are confirmed as a correct record at the subsequent meeting.

# BLUE RIDGE VFD - TEMP STAFFING REPORT

Sep-18

Dispatch to Enroute 4.71  
Calls with no 1st due assist 3

Incidents	Total	First Call	Second Call	Third Call	4th Call
First Due	12	11	1	0	0
Co. 1	8	6	1	1	0
Co. 4	0	0	0	0	0
<b>Total-</b>	<b>20</b>	<b>15</b>	<b>7</b>	<b>2</b>	<b>1</b>

Station Staffing	Personnel*	Hours	Type
Co. 8	58	335.5	Station, Home
Co. 1	47	Unk	NA
Co. 4	86	Unk	NA

\* -Personnel totals could be same people multiple days

## Notes


Blue Ridge has been working with personnel to get released on apparatus  
Blue Ridge continues to address water issue & mold  
No ambulance in station for 3 days-new cot loading system install  
Slight rise in dispatch to enroute time  
One contibuting factor Mount Weather unavailable for entire month  
5 Days during this month unable to staff

## Chiefs/Station Comments

Concerns over staffing being put into IAMRESPONDING  
Concerns over CAD reporting stationis  
Working well with crews

**Blue Ridge Volunteer Fire  
Company**

# Memo

**To:** Brian Lichy, Director Fire and Rescue  
**From:** Jason Burns, Fire Chief   
**Date:** October 8, 2018  
**Re:** September Staffing at Station 8

---

Director Lichy, during the month of September crews worked well at the firehouse. I can't tell you when or who worked some of the days during the month due to not receiving schedule of all days and I am responding not being utilized fully. I gave access to staff so they could enter staffing and on multiple days none was entered. I emailed you about issue and you stated you would fix immediately. I have still not received a schedule to date and IAR has a lot of empty days.

I have not heard any complaints about staff but a lot of concern that members have no idea who is working and if station is even staffed. When they see no one on IAR they have been instructed to assume there is no staffing at station.

Still waiting on MDIS (CAD) to be turned back on at station and Cad screen to be set up so we know what is due on calls. County computer will be moved to front office to allow our officers to use their office in dayroom the way it was before.

**DISPATCH RESPONSE INFORMATION 2018-September**

	Dispatch to Enroute	Dispatch to On Scene	Dispatch to Hospital
Blue Ridge - Rescue	6.33	11.18	54.50
Blue Ridge - Fire	6.26	16.13	NA
Boyce-Rescue	3.96	9.30	52.48
Boyce - Fire	4.40	10.45	NA
Enders - Rescue	3.01	9.16	47.05
Enders - Fire	5.50	10.53	NA
Average (all)-	4.91	11.13	51.34
Average (Rescue)-	4.43	9.88	51.34
Average (Fire) -	5.39	12.37	NA

**DISPATCH RESPONSE INFORMATION - ALL MONTHS**

		Blue Ridge - Rescue	Blue Ridge - Fire	Boyce-Rescue	Boyce - Fire	Enders - Rescue	Enders - Fire
JAN	Dispatch to Enroute	5.65	6.26	5.25	7.73	3.36	6.41
	Dispatch to On Scene	12.66	11.11	11.56	14.01	6.41	14.06
FEB	Dispatch to Enroute	7.41	8.28	3.96	4.56	3.31	5.5
	Dispatch to On Scene	13.06	40.4	9.38	12.46	7.88	10.83
MAR	Dispatch to Enroute	5.18	9.88	4.33	5.16	3.4	5.98
	Dispatch to On Scene	10.1	17.86	11.72	9.85	7.23	13.96
APR	Dispatch to Enroute	6.01	5.23	4.42	6.72	3.32	4.93
	Dispatch to On Scene	11.11	11.95	11.35	16.16	8.32	9.62
MAY	Dispatch to Enroute	6.73	6.5	8.43	6.06	3.3	8.37
	Dispatch to On Scene	11.23	12.86	13.22	13.76	5.68	12.26
JUN	Dispatch to Enroute	6.23	6.9	5.26	7.13	3.46	5.28
	Dispatch to On Scene	15.73	19.16	10.8	13.05	9.21	14.65
JUL	Dispatch to Enroute	5.8	8.01	4.36	3.3	3.15	5.13
	Dispatch to On Scene	12.1	15.6	9.1	11.6	8.42	12.8
AUG	Dispatch to Enroute	5.53	5.63	5.06	4.45	3.13	5.42
	Dispatch to On Scene	9.7	8.58	20.9	7	7.52	14.42
SEPT	Dispatch to Enroute	6.33	6.26	3.96	4.4	3.01	5.5
	Dispatch to On Scene	11.18	16.13	9.3	10.45	9.16	10.53
OCT	Dispatch to Enroute						
	Dispatch to On Scene						
NOV	Dispatch to Enroute						
	Dispatch to On Scene						
DEC	Dispatch to Enroute						
	Dispatch to On Scene						
<b>Average</b>		<b>8.99</b>	<b>12.03</b>	<b>8.46</b>	<b>8.77</b>	<b>5.52</b>	<b>9.20</b>

Average all Rescue- 7.66  
 Average all Fire- 10.00

**DISPATCH TO ON SCENE WITH CREW STANDARD**

EMS 8 MIN-	EMS 10 MIN-	EMS 15 MIN-	FIRE 10 MIN-	FIRE 15 MIN-	FIRE 20 MIN-
NA	NA	NA	NA	NA	NA
NA	NA	NA	NA	NA	NA
NA	NA	NA	NA	NA	NA
NA	NA	NA	NA	NA	NA
63.25%	68.70%	NA	16.13%	33.33%	NA
NA	57.85%	79.55%	NA	52.17%	62.50%
NA	56.91%	73.68%	NA	56.25%	68.75%
NA	72.00%	92.00%	NA	57.14%	69.23%
NA	66.39%	86.07%	NA	60.00%	88.89%
<b>NA</b>	<b>64.37%</b>	<b>82.83%</b>	<b>NA</b>	<b>51.78%</b>	<b>72.34%</b>

# STANDARDS SUBCOMMITTEE RESPONSE EVALUATION

Month: Sep-18

<b>Total responses in question for month-</b>	33		
11 Minute-No response(True Fail)-	24	Percent of total in question-	72.7%
Delayed Response-	1	Percent of total ALL CALLS-	8.0%
Overburden-	3		
Removed-	5		

## 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)-	300
Total responses in question for month-	29
Percentage of Responses for Month-	9.7%

Blue Ridge Vol. Rescue	
Total Responses-	37
11 Minute-No Response-	5
Percentage of total responses-	13.5%
Overburden-	1

Blue Ridge Vol. Fire	
Total Responses-	18
11 Minute-No Response-	2
Percentage of total responses-	11.1%
Overburden-	0

Boyce Vol. Rescue	
Total Responses-	51
11 Minute-No Response-	14
Percentage of total responses-	27.5%
Overburden-	0

Boyce Vol. Fire	
Total Responses-	18
11 Minute-No Response-	3
Percentage of total responses-	16.7%
Overburden-	1

Enders Vol. Rescue	
Total Responses-	134
11 Minute-No Response-	0
Percentage of total responses-	0.0%
Overburden-	1

Enders Vol. Fire	
Total Responses-	42
11 Minute-No Response-	0
Percentage of total responses-	0.0%
Overburden-	0

OB	Overburdened	3
TU	True Failure	24
DR	Delayed Resp.	1
RE	Removed	5
<b>TOTAL</b>		<b>33</b>



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

<b><i>EMS - Month</i></b>	<b><i>Total Count</i></b>	<b><i>Total Fail Count</i></b>	<b><i>Total Pct.</i></b>
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	14	7.2%
February 2018	179	6	3.3%
March 2018	193	16	8.2%
April 2018	194	17	8.8%
May 2018	175	10	5.7%
June 2018	208	22	10.5%
July 2018	214	27	12.6%
August 2018	231	15	6.5%
September 2018	222	19	8.5%

<b><i>Fire - Month</i></b>	<b><i>Total Count</i></b>	<b><i>Total Fail Count</i></b>	<b><i>Total Pct.</i></b>
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	9	11.25%
February 2018	50	4	8.0%
March 2018	79	9	11.3%
April 2018	73	5	6.8%
May 2018	83	10	12.0%
June 2018	79	4	5.0%
July 2018	74	5	6.8%
August 2018	60	4	6.6%
September 2018	78	5	6.4%

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





***Division of Fire and Rescue Services***

***Response Review Report***

***September 1, 2018 – September 30, 2018***

<b><i>Station</i></b>	<b><i>AM Count</i></b>	<b><i>PM Count</i></b>	<b><i>WK Count</i></b>	<b><i>Total Count</i></b>	<b><i>AM Fail Count</i></b>	<b><i>PM Fail Count</i></b>	<b><i>WK Fail Count</i></b>	<b><i>Total Fail Count</i></b>	<b><i>AM Pct.</i></b>	<b><i>PM Pct.</i></b>	<b><i>WK Pct.</i></b>	<b><i>Total Pct.</i></b>
Enders-Fire	19	8	15	42	0	0	0	0	0%	0%	0%	0%
Enders-EMS	62	41	31	134	4	1	0	5	6.5%	2.4%	0%	3.7%
Boyce-Fire	5	6	7	18	1	1	2	4	20%	16.7%	28.6%	22.2%
Boyce-EMS	18	15	18	51	2	8	5	15	11.1%	53.3%	27.8%	29.4%
Blue Ridge-Fire	7	6	5	18	1	1	0	2	14.3%	16.7%	0%	11.1%
Blue Ridge-EMS	15	10	12	37	4	2	1	7	26.7%	20%	8.3%	18.9%



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

## **DIRECTORS REPORT**

**Month-October 2018 (updated 10/5/2018)**

### Standard Reports

-Response Report – 267 Calls for Month of August, average of 11.1% “Failure”.

-Billing Report –August collections were \$27,322.55, includes \$1,792.91 of patient balances and TNT's.

### Updates-

-Career staff –

- Top 3 categories for Errors – This replaces the top 3 reason non-billable which remains the same.
  - Procedures
  - Narrative
  - Treatments
- Current SOGs for review;
  - MAI
- Upcoming SOGs
  - IAMRESPONDING (November)
  - Active Shooter

-Emergency Management

- The 2018 LEMPG has been awarded. This grant will go towards several little things such as the CAD reporting stations, IPADs for Crisis Track, install of radio heads in the back of Director's vehicle, etc.
- Working to develop a table top exercise in November for EOC activation, this will be a tornado in the Shenandoah Retreat area. – **update this will probably be pushed back until after the budget process.**

## -Budget

- Fiscal Year 2020 Budget Format – I have met with all 3 departments and will be presenting the budgets to the sub-committee on Tuesday the 16<sup>th</sup>.
- I am working on establishing a 10-15 year capital improvement plan to assist with budgeting and understanding of what is coming in the future as part of the FY20 budget.
- Blue Ridge has submitted for a reimbursement for the matching funds portion of their RSAF grant for power cot loading system. Please see the attached letter.

## -Strategic Goals

### 1) Strategic Vision and Effective Leadership

- Dispatch review – we are now complete with project and have conducted 3 classes, this change took effect on October 1 and we are now working on posting all final documents to the shared drive.
- The Blue Ridge Staffing update – We are now complete with our 2<sup>nd</sup> month of the temporary staffing at Blue Ridge. See the attached report for further information.
- New Position hiring update – We have hired Mr. Cody Sibert to fill another one of the open positions. He is currently a dispatcher for the Sheriff's office and has been working with us part-time. I anticipate having the last position filled by the end of this month beginning of next month. In addition we have added Mr. John Newlin to our part-timer list he volunteers in Gainsboro and works at the Airport Authority as a firefighter/EMT. Lastly Mr. Dehave will be returning as part-time in the middle of the month.
- To assist with bringing the Commission Strategic Plan to line up with department practical goals I am currently working on a Strategic Model, this model will lay out specific takes to be accomplished in the next 5 years. I hope to have this done by the October Commission meeting. **Update – This has been pushed back a bit due to other things going on.**

### 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
- Please help in getting all reports EMS and/or Fire completed as quickly as possible after the call. **Updated - this continues to be a problem, and we need the information entered**
- John H Enders completed a training burn this past month on Kelly rd, the training was in conjunction with Blue Ridge, Boyce and Gainsboro. Everything went very well and good comments back from everyone.

### 3) Recruitment and Retention

- Quarterly reports are now required as part of the submission for stipends allocations each quarter. This is not required for the first quarter because the information is for the previous quarter (starting fiscal year 2019). The first report will be due with the 2<sup>nd</sup> quarter allotment requests, information pertains to the 1<sup>st</sup> quarter of this year.
- New incentive program – This program is now up and going, the tracking of this information will start this quarter. A progress on this program will be part of the monthly reports to the Commission.

### 4) Resource Management

- Review of a CAD reporting station to be set up in each station. **Update – This will be done through the video conferencing equipment and should be complete in the coming weeks.**
- FirstNet priority service – Discussion pending

### 5) Health and Safety

- In an effort to help track changes, concerns, etc. with SOGs in draft a new tracking portion has been added to each SOG. Please see the attached SOG for example.

### 6) Employee Development

- A LEOS actuary study has begun, this will take a couple of weeks and information will be reviewed by the Finance committee. Once I have the information I will share it with the Commission.

### 7) Community Outreach

- We will be scheduling a couple more of the smoke detectors in the community events. The next one will be scheduled for Boyce.

Other remarks

-



# Clarke County Fire and Rescue

## Standard Operating Guideline

John H. Enders VFD, Blue Ridge VFD, Boyce VFD, Clarke County Fire, EMS and Emergency Management

<b>Subject:</b> Medication Assisted Induction	<b>SOG:</b> 500.06	<b>Page 1 of 3</b>
<b>Category:</b> EMS – Medication Assisted Induction (MAI)	<b>Sub Category:</b> Medication Assisted Induction (MAI)	
<b>Approved by:</b> Fire and EMS Director, Boyce VFD Chief, Blue Ridge VFD Chief, John H. Enders VFD Chief, Operational Medical Director	<b>Effective Date:</b> October 1, 2018	

### Purpose

Medication Assisted Induction (MAI), also referred to as Rapid Sequence Induction (RSI), is an advanced skill used to intubate a critically ill or injured patient who cannot protect their own airway but is conscious, semi-conscious or has a gag reflex. MAI is a methodical procedure in which a patient is prepared, pre-medicated, pre-oxygenated, sedated, chemically paralyzed and intubated. The patient will be ventilated manually and continually sedated in order to maintain the airway and patient comfort.

This SOG outlines the personnel and procedures that should be used in the event this medical procedure is needed.

### Definitions

The following definitions have been adopted for use;

- MAI Paramedic (AIC) – A Paramedic in the Clarke County Fire-Rescue system who has met all the requirements to be an authorized paramedic.
- Authorized Paramedic (AP) – ALS providers released to practice independently for at least two years and have received MAI training or have a valid OMD waiver. Paramedics who are authorized to perform MAI should be highly experienced, demonstrate good clinical judgement, and be proficient in intubation and airway management skills, with strong leadership and delegation abilities. MAI Paramedics must be:
  - Authorized to perform the skill by the Operational Medical Director (OMD),
  - Currently Authorization to Practice-Paramedic Level,
  - Surgical Cricothyrotomy Authorization, and
  - Medication Assisted Intubation Authorization forms signed by the OMD.
- Scope of Practice – The procedures, actions, and processes that a healthcare practitioner is permitted to undertake in keeping with the terms of their professional license. The scope of practice is limited to that which the law allows for specific education and experience, and specific

demonstrated competency. In the case of MAI a Paramedic is the only level of care that is authorized to perform this procedure.

- MAI Medication Kit (MAI kit) – Is the kit consisting of all the drugs and supplies needed to complete a MAI. The drugs that Clarke County use are Fentanyl, Ketamine, Rocuronium and Midazolam.

## Indicators Who May Require MAI Include:

- Major or Facial/Inhalation Burns with anticipation of airway loss
- Severe Trauma with compromised patient airway
- Trismus
- Status Epilepticus
- Respiratory Distress/Failure- Not Responding to Treatment (GCS<8)
- Deteriorating/Tiring/Impending Respiratory Arrest and unsuccessful to CPAP
- Status Asthmaticus with anticipated airway loss
- Anaphylaxis
- Unconscious/Altered Mental Status and Unable to Protect Airway
- Hangings
- Smoke inhalation
- Stroke Symptoms with Breathing Abnormalities

## Procedure

1. The lead provider on the incident (regardless of EMS level) will evaluate the patient for one or more of the indicators listed. If the provider identifies the need for an MAI Paramedic is needed they shall;
  - a. Call of an MAI Paramedic response (unless the provider on scene is a MAI Paramedic)
  - b. Ensure there is a MAI Medication Kit on the scene or on a responding unit.
  - c. Begin the MAI Checklist Procedures up to your skill level (attachment A)
2. If there is an ALS provider who is not an MAI Paramedic;
  - a. Begin ALS Treatments with your skill level and scope
  - b. Begin MAI Checklist
  - c. Establish IV/IO access.
  - d. If the patient improves with treatment, you have sufficient manpower, and MAI is no longer indicated, you may cancel the MAI response.
3. Personnel needed for MAI Procedure;
  - a. MAI Paramedic
  - b. Checklist recorder-can be driver or law enforcement officer if MAI is to be performed on scene.
  - c. Assistant to set up and then ventilate patient-must be EMR or higher
  - d. Second ALS provider (EMT-I or EMT-P) with intubation abilities is preferred but not required.
4. MAI Kit restocking procedures;
  - a. Waste open narcotics/paralytic with RN and document on the MAI drug waste form. Attach patient sticker to waste form.
  - b. Scan and attach waste form to the patient care report.
  - c. A complete patient care report with a patient sticker attached along with the empty drug vials will be taken to the pharmacy at Winchester Medical Center (WMC) for a one to one exchange of all drugs used.
  - d. MAI kit will be inventoried using the MAI kit inventory list and resealed and returned to proper storage location. The new seal number will be recorded in the MAI kit log.

5. If patient is transported to hospital other than WMC;
  - a. Waste open narcotics/paralytic with RN and document on the MAI drug waste form in ImageTrend or in the event of a computer failure use a backup paper form. Attach patient sticker or name to waste form if using a paper form.
  - b. Scan and attach waste form to the patient care report if using paper form.
  - c. A complete patient care report with a patient sticker or name attached along with the empty drug vials will be taken to the pharmacy at Winchester Medical Center (WMC) for a one to one exchange of all drugs used.
  - d. MAI kit will be inventoried using the MAI kit inventory list and resealed and returned to proper storage location. The new seal number will be recorded in the MAI kit log.
6. MAI Paramedic numbering;
  - a. Each MAI Paramedic will be assigned a three digit number with the first digit being the company they are from; 1 (Enders), 2 (County), 4 (Boyce), 8 (Blue Ridge), followed by a 10 number then 11, and so on. Example, Paramedic 212 represents a medic from the County.
  - b. A list with current numbering will be given to the Fire-EMS Director and the Communications Director on or about July 1 of each year.
  - c. Any changes in numbering will be done via memo and sent to each department Chief, the Fire-EMS Director and the Communications Director.
7. MAI Paramedic Response;
  - a. After a unit on scene requests a MAI Paramedic, dispatch will send out an MAI tone to all MAI Paramedics.
  - b. Any available MAI Paramedic will indicate responding via radio with their MAI Paramedic number. Example; "MAI Medic 410 responding".
  - c. If no MAI Paramedic is available, the provider on scene should not delay transport. MAI Paramedics will only be dispatched once, unless otherwise directed by the provider on scene.
8. Documentation;
  - a. A laminated MAI Checklist will be utilized in its entirety.
  - b. The procedure will be documented thoroughly in the patient care report using the reference guide carried in the MAI kit and with the information captured on the MAI Checklist.



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



**Fire – Rescue Association Notes for Commission Meeting**

**By Director    Month - September**


- Boyce presented letter withdrawing from the Association (BVFD President Hoff) – Little discussion made about this at the time of reading. Due to this withdrawal, the President of the Association stepped down from his position because he is a member of the BVFD. The Vice President Jay Arnold – assumed the duties of the President over the meeting.
- Budget presentations were made by Blue Ridge and Enders. The Association voted to support the budgets as presented.
- A By-Laws change was discussed regarding changes from 3 companies to 2, and in removing the committee of the Fire and EMS Commission. There was a discussion on looking at “Roberts Rules of Order” to identify how this can be done.
- An extensive discussion was held on the reason for why Boyce VFD decided to withdraw from the Association (under new business). BVFD President Hoff outlined the reasons highlighting concerns over how his company’s views were being presented by the Association. Additionally, he stated that his company supported the position of the 3 departments coming together and that the Commission and Director was a better path for that. Several concerns were raised over the approach of Boyce’s concerns and how their membership came to this decision.

The information provided on this document is for informational purposes only and are not intended to reflect the actual events of the meeting. These notes are NOT official documents of the Fire and Rescue Association.



**Blue Ridge Volunteer Fire  
Company**

# Memo

**To:** Brian Lichty, Director Fire and Rescue  
**From:** Jason Burns, Fire Chief   
**Date:** September 18, 2018  
**Re:** Request for matching funds

---

Director Lichty, as you are aware Blue Ridge received a grant to have a power cot with power load system installed in our medic unit. Blue Ridge is requesting reimbursement of the matching funds to come from the money that was set aside by the County for such projects. You are also aware this idea came from the EMS committee and was originally supposed to be a countywide grant / project. Blue Ridge was the only department to follow through and make it happen. The Cost of the entire project was \$42,024.45 with the state providing \$33,614.40. The balance paid by Blue Ridge was \$8,410.05. Therefore we are requesting reimbursement in the amount of \$8,410.05. Thank you for your consideration on this matter and if you need any further information please feel free to contact me.



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



## FISCAL YEAR 2019 QUARTERLY REPORT

Department: Blue Ridge

Date: 10-9-18

- Quarter**
- 1 – July 2018 – September 2018
  - 2 – October 2018 – December 2018
  - 3 – January 2019 – March 2019
  - 4 – April 2019 – June 2019

**Recruitment Information**

Number of New Member Interests 1

Number of New Operational Members Voted In 1

Number of New Associate Members Voted In 1

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):

None

---



---



---



---

**Four-For-Life Funding**

Allocated Amount: 0

Amount

0

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

No Funds Received

|

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Fire Programs**

Allocated Amount: 0

Amount

0

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

No Funds Received

|

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person Completing Form (Last name, First Name): Burns, Jason

Current Operational Members: 23

Current Associate Members: 12

**OFFICAL USE ONLY**

Date Received: \_\_\_\_\_

Accepted: \_\_\_\_\_

Denied: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_