



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

AGENDA

December 13th, 2018

6:30pm

Clarke County Government Center – Meeting Room AB

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes – October 11th & November 8th regular meetings & December 4th special meeting (p. 3-8, special meeting-12/4- p.40-42)
4. Committee Reports – Information Only
 - Standards – See Attached report (p. 22-23)
 - Technology – No report prior to meeting
 - Budget/Preparation – Discussion vote on 1/10/19
 - i. Additional requested information (p. 36- 39)
5. Unfinished Business
 - Blue Ridge Staffing Request– Update – Information/vote (p. 10-12)
 - Association (role in fire-rescue) – Guest Mr. Arnold – discussion
 - BOS (Association - role in fire-rescue) - discussion
 - Dispatch changes – see attached report (p. 34-35)
6. Report from the Fire and Rescue Association – Information Only
 - Meeting Minutes (October, November-still pending) (p. 13-16)
7. Report from the Director of Fire and EMS – Information Only (p. 24-27)
 - SOG’s – EBOLA & Seatbelt (p. 28-32)
 - Incentive Program update (p. 39)
8. New Business
9. Summary of required action



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10. Adjourn

All meeting documents will be distributed at meeting. Next meeting is on January 10th, 2018 at 6:30pm in the Clarke County Government Center – Meeting Room AB

DRAFT



Clarke County Fire & EMS Commission
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(540) 955-5132

MINUTES

October 11th, 2018 6:30pm

Clarke County Government Center – Meeting Room AB

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

Absent: Dave Weiss

Staff: Brian Lichty
Pam Hess
Melanie Radford
Dave Ash-arrived at 7:11pm

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

1. Mr. Nicholson made a motion to approve the agenda. The motion passed with all in favor.
2. Public Comment – Mr. Jay Arnold, resident of Berryville, just wanted to comment on the Association issue that was brought to the Commission’s attention last month. The Association started in 1980, going on 40 years, they are recognized by BOS and have entrusted the Association with various funding to make purchases to enhance fire and rescue in the county as well as having an agreement with the fire companies that were setup through the Association remaining in effect today. He is hoping that is not the intention of this Commission or the BOS to dissolve the Association. He would encourage the Commission and the BOS to encourage Boyce to work out their differences with the Association. Nothing has really been pointed out as to what the issues are. Each company has 3 representatives and the President of the Association for the last 2 years has been a Boyce member. He thinks it is important that the volunteers continue to be unity so they can assist the county and the Commission and continue with the progress in the community. There are a lot of things that the Association handles that the Commission doesn’t need to be in the weeds with, if the Association is dissolved this will no longer happen. He stated that you need to salvage procedures in the Commission and the county and shouldn’t be changed because 1 company drops out. Last year the budget was a mess and everyone understood that. This year the budget process changed again but last month it’s being changed again due to Boyce dropping out. He feels this was a knee jerk reaction to act on at the same meeting of being notified. He feels that it should have continued on with what was in place for this year and then make the change for next year. Previously the county always wanted unity from the companies and this should continue. He would encourage and stated that it’s important to work out the differences with Boyce. They have dropped out previously for a year and came back thankfully. He reiterated that the letter from Boyce

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states “at this time” and should not be something that is given up on, and he hopes that changes are not made in a big hurry; let’s see if they can work it out.

3. Mr. White noted a spelling error to the July 12th, 2018 minutes, on page 5, top paragraph should say PSAP not PCAP. Ms. Harrison made a motion to approve the minutes as amended. The motion passed with all in favor. Mr. Nicholson made a motion to approve the August 9th, 2018 minutes. The motion passed with all in favor. Ms. Harrison made a motion to approve the September 13th, 2018 minutes. The motion passed with all in favor.
4. Committee Reports –
 - Standards – (see attached) No comments
 - Technology – Mr. Roper stated that they did not meet this past month but he did report that they are still on track for finishing the radio project and looking forward to the evaluations of the changes put in place and that they are coming in under the proposed budget.
 - Budget/Preparation – Update-Mr. Lichty has met with all three departments and will be presenting his countywide recommendations to the budget sub-committee next Tuesday, October 16th 2018 at 6:30pm location to be determined. He will present 2 portions; the companies and his.
5. Unfinished Business
 - Blue Ridge Staffing Request– Update – Mr. Lichty stated that the second month of staffing report has been completed for September. Mr. Roper asked why there was 5 days that they were unable to staff. Mr. Lichty explained that due to part time employee’s schedules, they were unable to fill some of the Blue Ridge slots. The middle of this month, October, he is filling positions with another full time and part time employee and this should lesson some of the struggles. Mr. Roper asked that with all the statistics/reporting, are we performing up to where we need to and is this program something that needs to be addressed for a long term purpose. Mr. Lichty definitely thinks this is helping and he has included it into his planning. Looking at the total of hours that Blue Ridge is putting in has made a difference. You can see the impacts this has at each station due to career staffing.
6. Report from the Fire and Rescue Association –
 - Notes from last meeting-(see attached) Mr. Lichty reviewed –Mr. White and Mr. Armacost stated there was a comment/discussion about the makeup of this Commission with having 2 members from Boyce and whether Mr. Conrad is living inside or outside the county and unsure how the Association is going to handle the officer positions. Mr. White commented that the Association is looking for an answer from the BOS on the makeup of the Commission, first having 2 representatives from one company, is that acceptable; secondly is the BOS going to allow if Mr. Conrad is a non-resident to stay seated on the Commission. Mr. Lichty stated that he will find out and report back. No other comments or questions.

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- Fire Programs and 4-for-life funds FY 2019 recommendations-Mr. Lichty reviewed the process previous to Boyce removing themselves from the Association. He asked if there is a recommendation to proceed in the same manner or in a different manner. Ms. Harrison asked if there is a specific reason or legality that it goes to the Association specifically or requirements. Mr. Lichty did verify with Tom Judge that there isn't a county fiscal policy stating it has to be done this way just that it has always been sent to the Association because it represented all 3 companies and was the easiest way of doing it. Mr. Roper asked how quickly do they companies need this money. It appears that it would be an easy thing for the county to just dull out the money this time and to move the process along, however it would appear just as easy if there is some consideration from Boyce to come back to the Association to just wait for a period of time. What is the need of the companies? Mr. Lichty explained that the companies normally have the funds by now but he was asked by Mr. Judge if this still goes to the Association or not. Mr. Roper clarified that he is looking for a recommendation from the Commission as to the distribution of the funds to the 3 companies. The Association was given the full amount and distributed to the 3 companies equally. Ms. Harrison clarified again that there is no reason that the funding has to be given to the Association and Mr. Lichty confirmed. Mr. Armacost stated that he feels changes are being made to fast and Mr. White agreed stating there may be potential issues that they may not be seeing right now. Mr. Roper made a motion to allow the County to divide the funds of this grant equally to each of the three companies individually. Voting made by show of hands. Aye-Mr. Roper, Nay-Mr. Conrad, Mr. White, Ms. Harrison, Mr. Armacost, Mr. Nicholson. Motion defeated 1 to 5. Mr. Armacost made a motion for 2/3rds of the funding going to Association for distribution and 1/3rd going to Boyce directly, specifying the funds of 4 for life & fire programs. Voting made by show of hands. Aye-Mr. Armacost, Mr. Conrad, Ms. Harrison, Mr. White, Mr. Nicholson. Nay-Mr. Roper. Motion passed 5 to 1.
- Organization in Fire-Rescue system
 - i. Role of Association-Mr. Lichty stated that due to the current situation, we need to identify where the Association fits within the structure of the system. A decision needs to be made on how does the Commission recognize that group, what role do they play and how do we define that. Are there any actions or anything the Commission should be doing or should be recommending to the BOS in this matter or not? Mr. Armacost doesn't know if there has ever been any kind of a written core statement. Mr. Lichty asked does this matter need to be addressed by this Commission or the BOS. They are an organization that is not regulated and its own entity. They play a role in the fire and rescue system but how is that role defined in the system as a whole. Ms. Harrison feels the Association is a key part like glue that holds all the departments together and having it disrupted is going to cause some problems. Mr. Armacost stated that the Association needs to be given a chance to get their ducks in row and are a viable avenue to keep. Mr. White stated that the Association has completed a lot of countywide projects that has taken coordination from all 3 stations. If you do away with the Association the Commission is going to start getting into roots of operational stuff which the Association

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has always handled and taken care of. He thinks the Association is important and needs to stay. If Boyce wants to rejoin that's good, but he also doesn't feel that this Commission doesn't have a say over the Association. Mr. Lichty explained that this is why there needs to be clarification. Words are being mixed, saying the Commission has no say over the Association, but are making decisions that directly affect some of the operations of the Association. It's a unique situation. Mr. Lichty is just trying to figure out of the Association piece fits into the whole picture. The BOS is asking how the Commission feels the Association falls in this with one department pulled out. Mr. Roper suggested that Mr. Lichty goes back to the BOS and ask them to more clearly define what questions they are asking of him. Ms. Harrison stated that they need to identify exactly what participation they have in the past and figure out how to deal with those specific items. Mr. Hoff commented that the BOS is a governing body here and if they have no authority over the Association, the Commission is an extension of that governing body which is appointed by them, then he would say that if they have no authority then the Commission doesn't either. Ms. Harrison stated that we just have to change our business practices and all that we can do and won't necessarily know them until they come up. Mr. White commented why doesn't the Commission ask the Association what role they want to play.

- ii. Need for agenda item –Due to questions still unanswered this will be kept on the agenda for now.

7. Report from the Director of Fire and EMS – (see attached) Mr. Lichty noted a correction on page 18; the month should state September not August. –No other comments or questions.
8. New Business
 - Blue Ridge VFD request for matching funds on 2018 RSAF Grant – Powercot system -on page 25 of this packet. Mr. Roper made a motion that the Commission support in a presentation to the BOS Finance Committee the request to reimburse the funds in the amount of \$8410.05 to Blue Ridge. The motion passed with all in favor.
9. Summary of required action (New addition to agenda)-Mr. Lichty reviewed his list of actions needed prior to the next meeting.
 1. Present the vote for the fund for 4 for life and fire programs
 2. Ask the Association regarding their role in the system and vice versa to the BOS to get clarification what they expect from this Commission on questions over the Association
 3. Present to the Finance Committee support for the powercot reimbursement to Blue Ridge
 4. Mr. Roper asked Mr. Lichty to be prepared as much as possible to report on the new dispatch protocol and how that is affecting our response times.
 5. Continue on with the stats of the temporary staffing at Blue Ridge. Mr. White made a motion to continue the part time staffing at Blue Ridge for the next month. Mr. Roper clarified that there is an amount of money that will carry this through to the end of this fiscal year, but will need to be addressed in the new budget. Mr. Lichty stated that it is addressed in his budget presentation. The motion passed with all in favor.

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10. Mr. Roper made a motion to adjourn. The motion passed with all in favor at 7:27pm.

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

Minutes Recorded and Transcribed by Melanie Radford

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MINUTES

November 8th, 2018 6:30pm

Clarke County Government Center – Meeting Room AB

Attendees: Matt Hoff, Chairman
Diane Harrison
Andrew Nicholson
Doug Lawrence-participated through means of teleconference due to being out of state on vacation
David Weiss

Absent: Tony Roper
Jacob White
Bryan Conrad

Staff: Brian Lichty
Pam Hess
David Ash
Melanie Radford

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

The next regularly scheduled meeting is set for December 13th, 2018 at 6:30pm in the Clarke County Government Center – Meeting Room AB.

Minutes Transcribed by Melanie Radford

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BLUE RIDGE VFD - TEMP STAFFING REPORT

Oct-18

Dispatch to Enroute 5.25
 Calls with no 1st due assist 3

Incidents	Total	First Call	Second Call	Third Call	4th Call
First Due	2	2	0	0	0
Co. 1	11	7	4	0	0
Co. 4	0	0	0	0	0
Total-	13	7	4	0	0

Station Staffing	Personnel*	Hours	Type
Co. 8	43	215.75	Station, Home
Co. 1	107	Unk	NA
Co. 4	79	Unk	NA

* -Personnel totals could be same people multiple days
 11 -Days with no staffing

Notes

Blue Ridge has been working with personnel to get released on apparatus
 Blue Ridge continues to address water issue & mold
 Slight rise in dispatch to enroute time
 One contibuting factor Mount Weather unavailible for entire month

Chiefs/Station Comments

BLUE RIDGE VFD - TEMP STAFFING REPORT

Nov-18

Dispatch to Enroute 3.91
 Calls with no 1st due assist 1

Incidents	Total	First Call	Second Call	Third Call	4th Call
First Due	12	8	4	0	0
Co. 1	10	7	0	1	0
Co. 4	0	0	2	0	0
Total-	22	15	6	1	0

Station Staffing	Personnel*	Hours	Type
Co. 8	60	334.5	Station, Home
Co. 1	90	Unk	Station, Home
Co. 4	70	Unk	Station, Home

* -Personnel totals could be same people multiple days
 6 -Days with no staffing

Notes


Blue Ridge has been working with personnel to get released on apparatus
 Significant drop in dispatch to enroute time

Chiefs/Station Comments

No Issues with personnel
 Ask help with 1st due mapping
 List of cleared drivers


**Blue Ridge Volunteer Fire
Company**

Memo

To: Brian Lichty, Director Fire and Rescue
From: Jason Burns, Fire Chief 
Date: November 6, 2018
Re: October Staffing at Station 8

Director Lichty, during the month of October many days without career staffing. No issues with personnel assigned to work at station. This month I will be asking staff to update our first due mapping which will require a lot of street time with goal of completing by end of year.

Memo

To: Brian Lichy, Director Fire and Rescue
From: Jason Burns, Fire Chief 
Date: December 5, 2018
Re: November Staffing at Station 8

Director Lichy, during the month of November many days without career staffing. No issues with personnel assigned to work at station. This month I will be asking staff to update our first due mapping which will require a lot of street time with goal of completing by end of year. Also provide your staff with list of those cleared to drive apparatus at station 8.

CLARKE COUNTY FIRE & RESCUE ASSOCIATION
P O BOX 758
BERRYVILLE, VIRGINIA 22611

The meeting was called to order by Vice-President Jay Arnold on Monday October 22, 2018 at 19:35 hours at the John H. Enders Fire Co., there were 14 members present.

Jay Arnold opened the meeting with remarks and reading the section of the by-laws regarding the requirements for a quorum and after reviewing the membership present it was acknowledged that a quorum did indeed exist and business could proceed.

The minutes of the September meeting were read and approved.

Treasurer's report- Harold Rohde stated that the beginning balance was \$1763.65. No income was received and no checks were paid leaving a balance of \$1763.65.

Jay stated that he spoke before the Commission and that this year marks the 40th Anniversary of the Fire and Rescue Association (FRA) and that over all this time, the Board of Supervisors has entrusted the FRA with funding and the distribution of those funds in support of Fire and Rescue needs. Jay also stated that he had written a letter on behalf of the FRA to Boyce Volunteer Fire Company encouraging them to attend the Association meeting. Jay further stated that the Commission acted hastily to modify the way that the 4-for-Life and Fire Programs funds were distributed as well as modifying the budget process during their last meeting.

Jay met with the Board of Supervisors and it is their desire that the FRA reach out to Boyce and work out any differences which they may have. Prior to tonight's meeting Jay asked Harold Rohde to utilize the I Am Responding system to send out a special message to Boyce stating they were welcome to attend and discuss their resignation from the FRA.

Jay then stated that the office of President was still open. Harold Rohde made a motion to not hold a special election and that we continue with Jay Arnold as Acting-President until the regular elections in January. Motion seconded by Jason Burns and passed unanimously.

Jay also reminded everyone that there is no meeting scheduled for December.

Committee Reports:

- EMS Committee- No Report at this time since Wade Wilson was out on a call
- Training Committee – Clarke has about 6 people attending the Fire II class at Gainesboro
- SOP Committee – No Report

Director's Report:

- Read and copy attached

- Also, the Winchester is hosting their annual Worlds of Work (WoW) event and needs two volunteers to take a piece of apparatus to participate from 0830-1630 on Wednesday and Thursday, October 25-25.
- Director Lichty stated that the Commission would like to know their role within the FRA.
- Commission Report –
 - covered by the Director’s Report

Old Business:

- Jason Burns stated that he still had not received any comment from the BOS in answer to whether or not a person fulfilling the role as a Citizen Appointee to the Commission needed to be a citizen of the County, and not just a land owner, specifically referring to Bryan Conrad.
- Jason Burns also asked about the \$4-for-Life funds and the Fire Program Funds. They have not been received by the Association yet. Bryan Lichty stated that it was his recommendation that the funds not be distributed to the Association as in the past, but that the County could use those funds to purchase supplies, training and equipment and distribute them as the County deems necessary to enhance the system. Jason Burns stated that this was revenue that used to be used by the companies and included in the companies’ budgets, and now Director Lichty’s recommendation would use this money at the county level. Director Lichty stated that this was simply his recommendation and that no action has been taken to enact this.
- The budget Sub-Committee presentation to the Commission is scheduled for November 8, but may be extended. Jason Burns asked if the Volunteers would receive priority for the proposed paramedic up-grade classes to be paid by 4-for-life funds. Director Lichty stated that the 4-for-life funds would pay for EMS training and the Fire programs funds would be used for equipment needs, and that funding would go to need, whether Career or Volunteer. Van Armacost stated that he did not agree with these funds being used to train career staff. Career staff training should be just like any other county employee who requires training for certification, where the training is budgeted for by the county and is paid by the general fund, not using these funds that should be used by the volunteers.

At this point Wade Wilson returned to the meeting and was recognized by the Chair to give the ems Committee report. A copy of that report is attached.

- Jay Arnold then went over the proposed By-Laws changes to clean things up after Boyce’s resignation from the Association. The changes make them more general and would not need to be changed should Boyce return to the Association. Jay read each change and offered opportunity for comments before a motion was made to accept all changes by Jason Burns and seconded by Brian Rosenberry and passed unanimously.

New Business:

- Jay Arnold requested that Director Lichty work to have the Association receive the Commission’s minutes prior to the Association meeting and that the Association’s minutes be provided to the Commission in time to be included in their packet.
- Jay then asked for discussion about where we fit into the Commission. Jason Burns stated that he tried to provide input from the audience at the Commission meeting to provide

clarification to an issue in discussion, but could not be recognized. Many times the Commission Representatives do not have all of the information need on a topic and they are not afforded an opportunity to get input from the Companies prior to voting on issues. This makes the FRA more important since the volunteer companies have discussion to provide information to the topic such that more informed decisions may be made. The Commission puts representatives on the spot for a vote or maybe make a poor decision simply because they do not have all of the facts. Jason stated that the commission should be at the 50,000-foot level and it was never the intent that the Commission should replace the Association.

It was further stated that he Association had provided for many training classes and has greatly improved Fire and EMS for the County over the years.

Van Armacost stated that the Association needs to have an avenue to communicate with the Commission on their agenda, and that there needs to be a real voice of the Association on the Commission. In the past we assumed that the information was being carried back to the Commission by the Company members, but in reality that was not the case. Jason Burns stated that this is a problem where the representatives have to make decisions without full information.

Doug Lawrence stated that Association is comprised of all firefighters and EMT's and that he Commission is a government body. The Association needs to remain strong.

Jay stated also that all information at the Commission is covered by the Freedom of Information Act since it is a government body.

Jay also stated that the Fire Company representatives need to be appointed for 1-year terms and that the BOS appointees are for a 4-year term. Also communications do not flow in the same paths as the the Director only speaks to the Company Chiefs, and the Chief may or may not attend the Association meetings based on their schedules or desires. It seems odd that the Association report is on the Commission Agenda, and is typically recorded in the Commission minutes that there was no report, leading the BOS to think that the Association does nothing. Different people attend different meetings and it is unreasonable to expect someone to attend all meetings.

Jay then asked Director Lichty how long the County has had the \$4-for-Life and Fire Programs Funds, and Director Lichty replied that the funds were received in August but were not distributed pending direction from the finance committee.

Jay stated that the e-Dispatches system and the I-am-Responding systems are paid by the Association, so since the County is keeping the funding, that the County will also absorb the expenses of these systems also. In the past the BOS did not want to make the decisions on how to divide up the money and it was always disbursed to the Association for distribution. Overall the Association is here to stay and we feel that we should have a report to the Commission and be able to answer questions that may arise at the Commission meetings.

Director Lichty asked what the Association felt the make-up of the Commission should be. Comment was made that it should be comprised of the three fire companies and three citizens.

Harold Rohde stated that the Commission should be that 50,000-ft view as Jason Burns stated earlier. Jason stated that the Commission should be a disconnect between the BOS and the Volunteers, and that the Citizen members should not be members of Volunteer Fire Companies. Harold stated that the Sheriff has his own budget to defend and that he feels it is a conflict of interest for the Sheriff to be a voting member of the commission. His role should be for staff input on communications and law enforcement matters, but not making decisions on Fire and EMS.

Jason Burns stated that he was not sure why SOG's go back to the Commission for approval. Dir. Lichty stated that the SOG's do not get approved by the Commission, but simply check to see that the SOG's align with the Strategic Plan. Director Lichty then stated that the \$4-for-Life and Fire Programs funds were not disbursed due to a lack of Fiscal Policy. Bryan Lichty stated that all Company Requests for funds need to align with the Commission and the Strategic Goals. Jason Burns stated that the process is being driven down instead of from the bottom up. The goals and needs of the station at the operations level may not be in alignment with the Commission's goals, but that does not mean that they are not necessary. For example the station may need to put a new roof on, but that need may not align with a strategic goal of the commission.

Jay stated that he will try to attend the next Commission meeting.

Blue Ridge will be hosting the Rappahannock Electric Training on 10/23 at 1730 Hrs.

Enders is having Pancake Day on Nov. 18.

Being no further business the meeting was adjourned at 2123.

DISPATCH RESPONSE INFORMATION 2018-October

	Dispatch to Enroute	Dispatch to On Scene	Dispatch to Hospital
Blue Ridge - Rescue	5.23	11.58	57.58
Blue Ridge - Fire	Insufficient Data	5.55	NA
Boyce-Rescue	4.83	11.26	56.63
Boyce - Fire	6.15	12.55	NA
Enders - Rescue	2.93	7.55	48.51
Enders - Fire	4.78	11.08	NA
Average (all)-	4.78	9.93	54.24
Average (Rescue)-	4.33	10.13	54.24
Average (Fire) -	5.47	9.73	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	5.23	ERROR	4.83	6.15	2.93	4.78
	Dispatch to On Scene	11.58	5.55	11.26	12.55	7.55	11.08
NOV	Dispatch to Enroute						
	Dispatch to On Scene						
DEC	Dispatch to Enroute						
	Dispatch to On Scene						
Average		8.93	11.69	8.42	8.83	5.49	9.08

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%
NA	63.19%	82.79%	NA	29.41%	41.18%
NA	64.17%	82.82%	NA	48.05%	66.11%

Average all Rescue- 7.61
 Average all Fire- 9.87

DISPATCH RESPONSE INFORMATION 2018-November

	Dispatch to Enroute	Dispatch to On Scene	Dispatch to Hospital
Blue Ridge - Rescue	5.75	16.43	57.85
Blue Ridge - Fire	5.51	15.71	NA
Boyce-Rescue	4.83	12.13	50.46
Boyce - Fire	6.08	10.96	NA
Enders - Rescue	3.51	7.3	50.65
Enders - Fire	4.93	16.55	NA
Average (all)-	5.10	13.18	52.99
Average (Rescue)-	4.70	11.95	52.99
Average (Fire) -	5.51	14.41	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	5.23	ERROR	4.83	6.15	2.93	4.78
	Dispatch to On Scene	11.58	5.55	11.26	12.55	7.55	11.08
NOV	Dispatch to Enroute	5.75	5.51	4.83	6.08	3.51	4.93
	Dispatch to On Scene	16.43	15.71	12.13	10.96	7.3	16.55
DEC	Dispatch to Enroute						
	Dispatch to On Scene						
Average		9.12	11.59	8.43	8.80	5.48	9.23

Average all Rescue- 7.68
Average all Fire- 9.87

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%
NA	63.19%	82.79%	NA	29.41%	41.18%
NA	63.78%	81.10%	NA	17.65%	33.33%
NA	64.12%	82.53%	NA	43.71%	60.65%



Division of Fire and Rescue Services

Response Review Report

October 1, 2018 – October 31, 2018

<i>Station</i>	<i>AM Count</i>	<i>PM Count</i>	<i>WK Count</i>	<i>Total Count</i>	<i>AM Fail Count</i>	<i>PM Fail Count</i>	<i>WK Fail Count</i>	<i>Total Fail Count</i>	<i>AM Pct.</i>	<i>PM Pct.</i>	<i>WK Pct.</i>	<i>Total Pct.</i>
Enders-Fire	20	7	7	34	1	0	0	1	5%	0%	0%	2.9%
Enders-EMS	55	40	38	133	3	1	2	6	6%	3%	5.3%	5%
Boyce-Fire	9	4	7	20	0	1	5	6	0%	25%	71.4%	30%
Boyce-EMS	29	6	14	49	5	2	5	12	17.2%	33.3%	35.7%	25%
Blue Ridge-Fire	4	1	0	5	0	0	0	0	0%	0%	0%	0%
Blue Ridge-EMS	15	7	9	31	3	1	4	8	20%	14.3%	44.4%	26%



Division of Fire and Rescue Services

Response Review Report

November 1, 2018 – November 30, 2018

<i>Station</i>	<i>AM Count</i>	<i>PM Count</i>	<i>WK Count</i>	<i>Total Count</i>	<i>AM Fail Count</i>	<i>PM Fail Count</i>	<i>WK Fail Count</i>	<i>Total Fail Count</i>	<i>AM Pct.</i>	<i>PM Pct.</i>	<i>WK Pct.</i>	<i>Total Pct.</i>
Enders-Fire	7	14	8	29	0	0	0	0	0%	0%	0%	0%
Enders-EMS	55	28	32	115	4	2	1	7	7.3%	7.1%	3.1%	6.1%
Boyce-Fire	6	5	6	17	0	2	3	5	0%	40%	50%	29.4%
Boyce-EMS	17	12	8	37	3	7	3	13	17.7%	58.3%	37.5%	35.1%
Blue Ridge-Fire	7	4	3	14	1	2	0	3	14.3%	50%	0%	21.4%
Blue Ridge-EMS	18	6	9	33	2	2	1	5	11.1%	33.3%	11.1%	15.2%



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

<i>EMS - Month</i>	<i>Total Count</i>	<i>Total Fail Count</i>	<i>Total Pct.</i>
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%
October 2018	213	17	7.9%
November 2018	185	19	10.2%

<i>Fire - Month</i>	<i>Total Count</i>	<i>Total Fail Count</i>	<i>Total Pct.</i>
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%
October 2018	59	6	10.1%
November 2018	60	7	11.6%

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

STANDARDS SUBCOMMITTEE RESPONSE EVALUATION

Month: Oct-18

Total responses in question for month-	33		
11 Minute-No response(True Fail)-	23	Percent of total in question-	69.7%
Delayed Response-	2	Percent of total ALL CALLS-	8.5%
Overburden-	8		
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 requested; not

Total Responses for Month (all Companies)-	272
Total responses in question for month-	29
Percentage of Responses for Month-	10.7%

Blue Ridge Vol. Rescue	
Total Responses-	31
11 Minute-No Response-	6
Percentage of total responses-	19.4%
Overburden-	1

Blue Ridge Vol. Fire	
Total Responses-	5
11 Minute-No Response-	0
Percentage of total responses-	0.0%
Overburden-	0

Boyce Vol. Rescue	
Total Responses-	49
11 Minute-No Response-	8
Percentage of total responses-	16.3%
Overburden-	4

Boyce Vol. Fire	
Total Responses-	20
11 Minute-No Response-	5
Percentage of total responses-	25.0%
Overburden-	1

Enders Vol. Rescue	
Total Responses-	133
11 Minute-No Response-	3
Percentage of total responses-	2.3%
Overburden-	2

Enders Vol. Fire	
Total Responses-	34
11 Minute-No Response-	1
Percentage of total responses-	2.9%
Overburden-	0

OB	Overburdened	8
TU	True Failure	23
DR	Delayed Resp.	2
RE	Removed	0
TOTAL		33

STANDARDS SUBCOMMITTEE RESPONSE EVALUATION

Month: Nov-18

Total responses in question for month-	33		
11 Minute-No response(True Fail)-	26	Percent of total in question-	78.8%
Delayed Response-	0	Percent of total ALL CALLS-	10.6%
Overburden-	5		
Removed-	2		

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)-	245
Total responses in question for month-	33
Percentage of Responses for Month-	13.5%

Blue Ridge Vol. Rescue	
Total Responses-	33
11 Minute-No Response-	3
Percentage of total responses-	9.1%
Overburden-	1

Blue Ridge Vol. Fire	
Total Responses-	14
11 Minute-No Response-	3
Percentage of total responses-	21.4%
Overburden-	0

Boyce Vol. Rescue	
Total Responses-	37
11 Minute-No Response-	9
Percentage of total responses-	24.3%
Overburden-	4

Boyce Vol. Fire	
Total Responses-	17
11 Minute-No Response-	4
Percentage of total responses-	23.5%
Overburden-	0

Enders Vol. Rescue	
Total Responses-	115
11 Minute-No Response-	7
Percentage of total responses-	6.1%
Overburden-	0

Enders Vol. Fire	
Total Responses-	29
11 Minute-No Response-	0
Percentage of total responses-	0.0%
Overburden-	0

OB	Overburdened	5
TU	True Failure	26
DR	Delayed Resp.	0
RE	Removed	2
TOTAL		33



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

DIRECTORS REPORT

Month-December 2018 (updated 12/4/2018)

Standard Reports

-Response Report – 272 Calls for Month of October, average of 8.5% “Failure”, 245 Calls for Month of November, average of X.X% “Failure”,

-Billing Report –October collections were \$39,583.84 (includes \$1358.36 of refunds), \$2,224.8 of patient balances and TNT’s (highest month so far), November collections were \$33,456.99, \$2768.40 of patient balances and TNT’s (highest month so far).

Updates-

- Top 3 categories for Errors – This replaces the top 3 reason non-billable which remains the same.
 - Signatures
 - Narrative
 - Other
- Current SOGs for review (by Chiefs);
 - Seatbelt
 - EBOLA (infection control)
- Upcoming SOGs
 - IAMRESPONDING
 - 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. **Update – Items have started to be ordered and some are in.**
- Working to develop a table top exercise in November for EOC activation, this will be a tornado in the Shenandoah Retreat area. – **Update this has been pushed back until after the first of New Year.**

-Budget

- Fiscal Year 2020 Budget Format – The full Commission met on 12/4 for the presentation of the sub-committee with their recommendations. Final vote for recommendations is scheduled for January 10th, 2019
- We have received this year's automotive insurance bill, this year is a savings from last year is about \$1,400.
- The County attorney has determined that the four-for-life and fire programs funds should only be sent to nonprofit organizations. This possesses a problem with giving funds to the Association for distribution. This information has been processed and requested processed through Munis. Companies should be receiving their funds before the end of 2018.
 - Fire Programs – estimate of \$10,000 each company
 - Four-For-Life – estimate of \$5,700 each company

-Strategic Goals

1) Strategic Vision and Effective Leadership

- Dispatch review –All of the CAD reporting stations are now up and running in each of the stations. The Chiefs, Pam Hess and Chief Deputy Travis Sumpton met to discuss some minor changes, those changes included
 - Temporary suspension of dual dispatch policy
 - Keeping only Structure fires on Channel 2 from dispatch
 - Keeping with only announcing Clarke County companies
 - Special note – 2 Recent structure fire identified the following key points to the dispatch-
 - No Clarke County units on original dispatch failed to respond.
 - 1st fire-Four units due on first alarm, all 4 units go out before 15 minute mark.
 - 2nd fire-All units due on initial alarm did respond, however a couple of units understaffed and a total of 3 volunteers on the Fire.
 - First arriving unit arrived on scene within 13 minutes of dispatch (Both fires)
- The Blue Ridge Staffing update – We are now complete with our 3rd & 4th month of the temporary staffing at Blue Ridge. Here is some of the information;
 - 11 calls total (2 in first due)-October
 - 22 calls total (12 in first due) - November

- 215.75 Hours of staffing by Blue Ridge Volunteers (October)
- 334.5 Hours of staffing by Blue Ridge Volunteers (November)
- 5.25 minutes average dispatch to enroute time (October)
- 3.91 minutes average dispatch to enroute time (November)
- New Position hiring update – We have hired Mr. Andrew O’Connell to fill the last open position. He started the week of November 19th. He is from outside of the system so he will need to go through some precepting, driver training, etc., once he is complete with some initial training his partner will be FF/Medic Barenklau – **Update – he has completed his precepting and driving training release for ambulances**
- 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 has improved dramatically, but is still in need of improvement, per request when sent out an overall report will include the number of incomplete reports per department.**
-

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 2nd quarter allotment requests, information pertains to the 1st 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. **Update – A trend has been identified as departments are signing people up but do not respond to calls during the time frame that staffing takes place. Currently I am only deducting an hour from the staffing time if this occurs. My**

recommendation is that effective January 1, 2019, if personnel do not respond and are signed up all time for that day is eliminated.

4) Resource Management

- Review of a CAD reporting station to be set up in each station. **Update – This is now fully in operation.**
- I attended a Southern Software conference last month. Southern Software is our CAD vendor. A lot of information was obtained and will be looking at how some recent changes can help us improve the systems that we have in place.
- Our Billing Coordinator attended the annual refresher training and also took courses for certification as a Compliance Officer last month.

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.
- There are two new SOG's – Seatbelt use and EBOLA (infection control)

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

Subject: Seatbelt Use	SOG: 100.12	Page 1 of 2
Category: General – Seatbelt Use		Sub Category: Seatbelt Use
Approved by: Fire and EMS Director, Boyce VFD Chief, Blue Ridge VFD Chief, John H. Enders VFD Chief		Effective Date: 12/1/2018

Purpose:

While the Commonwealth of Virginia does not currently have a law regarding seat belt usage for persons riding in an emergency vehicle, the Commonwealth of Virginia Office of EMS’s Medical Direction Committee published a position paper on April 11th, 2013, stating “We recommend that all personnel wear their seatbelt in the front and rear of the ambulance. We also recommend that agencies develop policies requiring compliance with seatbelt use.” Towards that goal, this policy has been developed for the safety of the patients and providers of Clarke County Fire and EMS system.

Background:

Seatbelt Use According to NHTSA, only 16% of EMS practitioners in the patient compartment at the time of a serious collision were wearing seatbelts. The rest (84%) were unrestrained, while 22% of the drivers were not wearing seatbelt. A study found that of 114 EMS worker fatalities in 6 years, 58% of them (67) were ground transportation related. Information is not available for EMS patient transportation related fatalities but an ambulance in crash Stafford, Virginia in February, 2018, resulted in a patient fatality.

Application:

This policy applies to any person riding in any emergency vehicle operated by Clarke County Fire & EMS.

Policy:

- All operators and front seat passengers of an emergency vehicle must use seat belts when the vehicle is in motion.
- All personnel riding in the rear of any emergency vehicle must be seated and belted while the vehicle is in motion. All personnel must have their own seat and belt. There will be no sharing of seats, riding on the floor, or exterior of any vehicle.
- All personnel in the ambulance patient compartment must use seat belts when the vehicle is in motion. Effort should be made to perform patient care while restrained. Personnel may be allowed to be unrestrained in the performance of life-saving care of the patient, but the provider should attempt to restrain themselves after the procedure has been completed.
- All patients on the stretcher must be secured at all times when the vehicle is in motion or the stretcher is being carried or moved.
- All non-EMS personnel in the ambulance patient compartment must use seat belts when the vehicle is in motion.
- If a child is taken to the hospital as a passenger, every effort should be made to bring along the child's restraint seat and to belt the child in the seat in the appropriate manner.
- Safety is everyone's responsibility. Non-compliance with this policy will be addressed by station leadership.

SOG Tracking

	Draft	Chiefs Review	Commission Review
Date	10/15/18	End 11/19/18	Sch-11/8/18-no meeting
Comments		No Comments	Rescheduled for Dec
Adjustments			
Final Adoption	12/1/2018		



Clarke County Fire and Rescue

Standard Operating Guideline

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

Subject: EBOLA	SOG: 500.08	Page 1 of 3
Category: EMS – EBOLA		Sub Category: EBOLA
Approved by: Fire and EMS Director, Boyce VFD Chief, Blue Ridge VFD Chief, John H. Enders VFD Chief, Infection Control Officer		Effective Date: December 1, 2018

Purpose

The following will provide guidance and direction for Responders and the Dispatch center in the event a call is received, or contact is made with a potential Ebola patient.

Scope

The treatment of patients with a potential to have become infected with the Ebola Virus is complex and can change as new information becomes available. This document will be updated when new information or procedures become available.

Procedure

1. Dispatch Patient assessment begins with dispatch information. If the patient has any of the following symptoms:

- Fever (100.4) or greater
- Severe Headache
- Muscle Pain
- Weakness
- Stomach Ache
- Diarrhea
- Vomiting
- Unexplained Hemorrhage and/or Bruising

AND

Any of the following Risk Factors:

- Travel to or from, within the last 21 Days, West Africa
- Contact with blood or OPIM from another person or nonhuman primate known or suspected of being infected with the Ebola Virus.
- Contact with a corpse or carcass known or suspected of being infected with the Ebola Virus.

THIS IS A POSSIBLE EBOLA PATIENT

POSSIBLE EBOLA PATIENTS

IMMEDIATELY HAVE THE PATIENT ISOLATE FROM OTHERS IF POSSIBLE OR ISOLATE PATIENT AND PERSONS HAVING CONTACT WITH PATIENT SEPERATLY UPON ARRIVAL AFTER DONNING APPROAIATE PPE WITH RESPIRATORY PROTECTION

1. Advise dispatch and all responding units if possible Ebola patient
 - Upon notification of possible EBOLA patient, a hazardous materials release response shall be dispatched
2. Make the following notifications:
 - Lord Fairfax Health Department 540-722-3470 (main) 540-665-8611 (after hours)
 - Receiving Medical Facility
 - Clarke County Director of Fire & EMS
 - Clarke County Sheriff or Designee
 - Clarke County DICO
3. Follow standard contact and airborne droplet precautions
4. Consider waiting for arrival and donning of Level B Hazmat suits prior to patient contact
5. Request Guidance from Medical Control as to patient/patients transport destination
6. Limit number of Providers having patient contact
7. Limit any invasive procedures if possible

After Patient Transport/Contact is completed be prepared for the following

- To be triaged in the transport unit by receiving facility staff in PPE
- Expect to be OOS at the receiving facility for an extended period of time
- You will likely have to surrender your clothes and issued scrubs
- You may become a patient as well
- Clearance to leave is at the discretion of the Virginia Department of Health

This document will be updated when new information or procedures become available.

SOG Tracking

	Draft	Chiefs Review	Commission Review
Date	10/15/18	10/16/2018	
Comments		Addition of hazmat response	
Adjustments		Addition of hazmat response	
Final Adoption	December 1, 2018		



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



2018 DISPATCH REVIEW UPDATE

Effective Date: 10/1/2018

Current Date: 11/6/2018

60 Day Review: 12/1/2018 (approximate)

Evaluation Actions to date:

Pros

- A decreased of approximately 3 minutes in the dispatch to enroute time since policy started
- A decrease of almost 4 minutes of dispatch to on scene time
- Experienced dispatchers have identified the process as “easier”
- Reduced confusion for dispatchers
- Quicker dispatch process

Cons

- Several concerns raised over the dual dispatch/first responder policy. This includes the skipping of next due companies that have been placed on dual response.
- Companies are struggling with dual response/first responder (placing themselves off of dual response)
- Further definition of “Duel Response” and “First Responder Status”
- Concerns with hearing mutual aid companies



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



2018 DISPATCH REVIEW UPDATE

Effective Date: 10/1/2018

Current Date: 11/6/2018

60 Day Review: 12/1/2018 (approximate)

30-Day evaluation notes

Evaluation Actions to date:

Pros

- A decreased of approximately 3 minutes in the dispatch to enroute time since policy started
- A decrease of almost 4 minutes of dispatch to on scene time
- Experienced dispatchers have identified the process as “easier”
- Reduced confusion for dispatchers
- Quicker dispatch process

Cons

- Several concerns rose over the dual dispatch/first responder policy. This includes the skipping of next due companies that have been placed on dual response.
- Companies are struggling with dual response/first responder (placing themselves off of dual response)
- Further definition of “Dual Response” and “First Responder Status”
- Concerns with hearing mutual aid companies

Office: 540-955-5113

101 Chalmers Ct., Suite B
Berryville, VA 22611

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Changes at 30-Days

- Removal of dual dispatch policy
- Keeping with current dispatching of units outside of county (no verbal dispatch)
-

60-Day evaluation notes

Evaluation Actions to date:

-A survey is being prepared for dispatchers and responders to make comments on the dispatch changes

Pros

-Recent changes to eliminate dual response has increased the dispatch to enroute time, however the time on average is down by 2.25 minutes. In addition dispatch to on scene time did fall slightly after changes, average dispatch to on scene time is 2.85 minutes.

Cons

DESCRIPTION

Expenses	Proposed		Notes
	FY 19	FY 20	
Vol. Fire Disab Ins.	\$12,700	\$12,700	
Vol. Fire Worker's Comp.	\$24,500	\$24,500	
Vol. Fire Co Insurance	\$48,000	\$49,440	
Vol. Fire Companies Enity Gift	\$25,000	\$25,000	Allocation to Warren County.
Vol. Fire Incentive Prog.	\$15,000	\$15,000	Remain the same
Vol. Fire 4 for Life	\$17,000	\$17,100	Dir.-Keep with Co. add addition funds, Comm.-Distribute to departments
Vol. Fire Fire Programs	\$30,000	\$30,500	Dir.-Keep with Co. add addition funds, Comm.-Distribute to departments
Blue Ridge Vol. Fire LODA	\$1,250	\$1,350	
Blue Ridge Vol. Fire Co. Contib.	\$65,000	\$65,000	Dept-no specific request but note of increased overall costs, Comm-Keep same
Boyce Vol. Fire LODA	\$1,700	\$1,800	
Boyce Vol. Co. Contrib.	\$65,000	\$65,000	Dept-request increase of \$20,000 to increase PT hours, Comm-keep same
Enders Vol. Fire LODA	\$3,300	\$3,500	
Enders Vol. Fire Co. Contrib.	\$90,000	\$90,000	Dept-no specific request but note of increased overall costs, Comm-Keep same
EMS Salaries	\$550,630	\$685,500	Reflects recommendation from comm.-adding 2 personnel for Blue Ridge Staffing
EMS Overtime	\$63,358	\$72,000	Reflects recommendation from comm.-adding 2 personnel for Blue Ridge Staffing
EMS Part Time Salaries	\$55,000	\$50,000	
EMS FICA	\$51,178	\$53,251	Reflects recommendation from comm.-adding 2 personnel for Blue Ridge Staffing
EMS VRS 1&2	\$27,676	\$28,000	
EMS VRS Benefits - Hybrid Plan	\$14,773	\$20,000	Reflects recommendation from comm.-adding 2 personnel for Blue Ridge Staffing
EMS Health Ins	\$92,550	\$115,000	Reflects recommendation from comm.-adding 2 personnel for Blue Ridge Staffing
EMS Life Ins	\$7,213	\$10,000	Reflects recommendation from comm.-adding 2 personnel for Blue Ridge Staffing
EMS DisIns Hybrid	\$313	\$350	
EMS WC	\$18,159	\$22,000	Reflects recommendation from comm.-adding 2 personnel for Blue Ridge Staffing
EMS LODA	\$3,000	\$3,100	Reflects recommendation from comm.-adding 2 personnel for Blue Ridge Staffing
EMS Purchased Services	\$40,100	\$42,000	
EMS Postal Services	\$200	\$200	
EMS Telephone	\$1,200	\$1,300	
EMS Travel	\$7,500	\$7,500	
EMS Misc	\$5,000	\$5,000	
EMS Mat&Sup	\$16,200	\$16,200	
Lord Fairfax EMS Council	\$6,282	\$6,300	

Expenses	Proposed		Notes
	FY 19	FY 20	
EMS Veh Fuel	\$2,500	\$2,500	
EMS Clothing	\$10,500	\$14,000	Reflects recommendation from comm.-adding 2 personnel for Blue Ridge Staffing
EMS Noncap Office Equip	\$2,000	\$2,000	
EMS Tech SW/OL	\$10,500	\$10,500	
EMS Capital outalys Adds	\$8,780	\$8,780	
EMS NFPA Physicals	\$0	\$12,000	Comm.-recommend adding this item
EMS Training & Recruitment	\$0	\$5,000	Comm.-recommend adding this item
EMS Radios	\$0	\$35,000	Comm.-recommend adding 3-5 radios year (24,000-42,500)
EMS Capital Account*	\$65,000	\$75,000	Comm.-Estimate for account (+10,000), see recommendations further info
LEMPG Grant	\$7,500	\$7,500	
Total All Expenses-	\$1,465,562	\$1,710,871	

Revenue	Proposed		Notes
	FY 19	FY 20	
Ambulance & Rescue Services	\$447,911	\$450,000	Estimated Revenue Fee-for-service
EMS Berryville	\$16,500	\$8,000	Estimated Revenue Town of Berryville
EMS Grants	\$0	\$0	
4-for-Life	\$17,000	\$17,100	
Fire Programs Funds	\$30,000	\$30,500	
General Funds	\$946,651	\$1,197,771	
LEMPG Grant Rev	\$7,500	\$7,500	
Total All Revenues-	\$1,465,562	\$1,710,871	

*- -Estimate of current fund in FY19

-New Item

Dir- Director Reccomdation

Dept- Department Request

Comm.- Budget Sub-committee recommendation



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



FIRE – EMS COMMISSION COMPARISON

Demographics

County	Population	Land Area (sq miles)	Medium Age	Medium Household Income	Persons 65 and up
Clarke	14,307	176.18	45.4	\$71,986	20.5%
Madison	13,122	320.68	44.6	\$48,271	21.7%
Floyd	15,587	380.42	45.8	\$47,288	22.2%

Fire - Rescue Information			2009 VDFP Needs Assessment			Fiscal Year 2019		
County	# of Stations	2014 NIFRS VDFP	Estimated Personnel	SCBA-Owned	Career Personnel-Needed	General Funding	Fire Programs	4-For-Life
Clarke	3	946	114	69	15	\$946,651	\$30,957	\$17,100
Madison	2	144	30	19	0	\$1,397,232	\$43,725	\$14,515
Floyd	4	374	80	20	0	\$1,082,213	\$49,659	\$17,365

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2018 INCENTIVE PROGRAM EVALUATION SHEET

	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4		
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
ENDERS	NA	NA	NA	191.75	291.25							
BOYCE	NA	NA	NA	94	70.75							
BLUE RIDGE	NA	NA	NA	141.25	224.25							



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MINUTES - SPECIAL MEETING

December 4th, 2018 6:00pm

Clarke County Government Center – Meeting Room AB

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

Absent: None

Staff: Brian Lichty
Pam Hess
David Ash
Melanie Radford

Chairman Hoff called the meeting to order at 6:00pm.

1. Mr. Conrad made a motion to approve the agenda. The motion passed with all in favor.
2. Budget Recommendations - Budget Sub-Committee – Mr. Lichty briefly reviewed the packet. Questions- Mr. Weiss asked what the \$5000 on recommendation #6 would cover and how does #7 fit in with the current plan? Mr. Lichty stated that the money would be used to fund marketing and additional in-county training and Mr. Roper explained that the Sheriff's office has a plan in place for radio replacement but that does not include Fire and EMS. Mr. White confirmed with Mr. Lichty that under options #2 and #3 is just converting the temporary staff and Blue Ridge to permanent. Mr. Weiss asked how the 1582 physicals benefit the county, Ms. Harrison explained that they help to decrease the cost of the Workers Compensation insurance by approximately \$5000 and Mr. Lichty explained that it makes the County more marketable for Federal grants. Mr. Weiss asked if the staffing options listed are ranked in same order as the sub-committee's recommendations. Ms. Harrison stated that it was not listed in any specific order but Mr. Lichty stated that his recommendation would be the first option, then in order would be option 6 next, 5, 4, 3, 2 being last in a ranking order. Mr. Hoff asked if option #5 would be a 24 hour person as a floater between stations as needed and that was confirmed by Mr. Lichty. Mr. Lichty asked for everyone to keep in mind that the main driving factor for the staffing request/growth is due to approximately 53.53% of the counties calls go to 60 and older residents, demographic wise that is 20% of the population. The next age under that is 45 year of age and it will continue to go up as the community grows in age to include a new assisted living facility just build. Mr. Roper wanted to verify that the

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amounts listed under each staffing option do not include these figures for FY20 yet. Mr. Lichty confirmed but on page 16, his figures listed does include option 1. Mr. White asked how does the staffing requests measure back to the strategic plan with improving the response times. Mr. Lichty explained that on page 8 helps to show how it aligns and how it will continue to make the improvements that have already with the extra help assigned to Blue Ridge now. Mr. Nicholson asked how or if Frederick County and Loudoun County can be compared to our response times. Mr. Lichty stated that Frederick County's response times around 4 minutes but does not know off hand what Loudoun's are. Mr. Weiss also stated that within our rural standards, we are not even close to the comparable standards. Mr. Lichty stated that all the information provided in the packets is everything that was submitted by all the individual companies as well as his so everything has been seen by all. He explained that the sub-committee went off of all the materials to gather information and to be able to give their recommendations. He also stated that the staffing will be the hardest one to make a decision on this year. Mr. Conrad stated that it appears that the sub-committee has ignored Boyce's request for funding to hire its own staff. Mr. Lichty explained that it was discussed with the budget sub-committee but was not recommended by them. Ms. Harrison explained that the reason for not doing a direct funding to Boyce was based on her opinion that it was more necessary to have a structured, uniformed-countywide system hired by the county to include floaters if needed at other companies, allowing more flexibility. Mr. Conrad stated that he thinks that Boyce would disagree with that. Mr. Hoff stated that Boyce has made it work so far and Mr. Conrad stated for a lot less money. Mr. White asked if option 2 would be absorbing the Boyce position and continues the Blue Ridge position. Mr. Lichty stated that it could be looked at that way. Boyce uses some of their stipend funding to help pay for their staff right now, nothing says they can't. If they chose to continue to do that and the county added one more person then so be it. Mr. White asked if it would save the county money if the temporary staffing were to become a fulltime permanent position. Mr. Lichty explained that it would basically be about the same amount as what has been being used now at the \$5000 month. The funding that has been put into that position now has been kept separate and paid for by the county. Mr. Weiss explained that any staffing option will increase the actual budget request either way due to this staffing only being a temporary situation that was added, not included in the current budget. Mr. Lichty suggested that the commission decide what they feel is a reasonable fiscal request/expectation and let the finance committee and Board of Supervisors make a determination from there, that's their job, try not to let the financial side be the driving force as much. This commission is more about policy and goal. Mr. Weiss stated that if the commission can show the BOS the need and can help to meet those needs over a multiyear period than the numbers are helpful. The BOS understands acutely that there is a need to get better response time. Mr. Conrad asked what is the total county budget now. Mr. Weiss and Mr. Ash stated that it's over 40 million with 66% of that going to the schools. Mr. Nicholson found a report online for Fred County response times from April 2018 and will email to all as reference. Ms. Harrison suggested using Floyd and Madison counties as a closer reference to Clarke. Mr. Weiss commented that the BOS will want to look at a smaller list of options for the staffing request. Mr. Lawrence stated that on page 16 and 17, the subtotals don't match. Mr. Lichty verified that those sections subtotals will have some variances, these were his original numbers and nothing is included from the sub-committee's recommendation. Mr. Conrad asked if Mr. Lichty could add a page like that to be an

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instructive side by side view from the original submission to the sub-committees recommendation as of now. Mr. Conrad made a motion to have an addendum added to show the report completed with subtotals equaling, however the motion was withdrew due to misunderstanding Mr. Lichty's report. Mr. White suggested that the expense/graph listed on page 14 be adjusted or resubmitted due to being incorrect. Mr. Lichty stated that he will not take off something that has already been submitted but explained to Mr. White that he is misreading the graph as a dollar amount not a percentile. No further questions or comments.

3. Ms. Harrison made a motion to adjourn. The motion passed with all in favor at 6:51pm.

Next meeting is on December 13th, 2018 at 6:30pm in the Clarke County Government Center - Meeting Room AB

Minutes Transcribed by Melanie Radford

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