

#### **AGENDA**

April 11th, 2019 6:30pm

#### Clarke County Government Center – Meeting Room AB

- 1. Approval of Agenda
- 2. Public Comment
- 3. Approval of Minutes March 14th, 2019 (p. 2-4)
- 4. Committee Reports Information Only
  - Standards See Attached report (p. 6-7)
  - Technology No report prior to meeting
  - Budget/Preparation Status update only
- 5. Unfinished Business
  - Blue Ridge Staffing Request– Update Information/vote (p. 5 )
  - Association (mediation subcommittee)— discussion/update
  - Incentive program review discussion (p. 15)
- 6. Report from the Director of Fire and EMS Information Only (p. 10-14)
  - SOGS for review-None
- 7. New Business
- 8. Summary of required action
- 9. Adjourn

All meeting documents will be distributed at meeting. Next meeting is on May 9, 2019 at 6:30pm in the Clarke County Government Center – Meeting Room AB



#### **MINUTES**

March 14<sup>th</sup>, 2019 6:30pm

Clarke County Government Center – Meeting Room AB

Attendees: Matt Hoff, Chairman

David Weiss Tony Roper Diane Harrison Doug Lawrence

Absent: Jacob White

Bryan Conrad Andrew Nicholson

Staff: Brian Lichty

Melanie Radford

Chairman Hoff called the meeting to order at 6:34pm.

1. Mr. Lawrence 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 February 14<sup>th</sup>, 2019 minutes. The motion was passed with all in favor.
- 4. Committee Reports
  - Standards (see attached) Mr. Lichty reviewed with the group. Ms. Harrison inquired if this was the first time that there has been a station that was almost perfect with failures/responses. Mr. Lichty replied that there have been other times in the past. Mr. Weiss asked how the mutual aid numbers compare to prior to changing protocols, what was it like before, more or less. Mr. Lichty stated that the numbers have come down but due to Mt. Weather being out of service some have been more. Mr. Weiss questioned how these reports will end up being utilized. Mr. Lichty indicated that they will be looked at to see how things were prior and what has had effects to go along with the strategic plan, adding personnel, recruitment and retention and an overall review.
  - Technology Mr. Roper stated there was nothing to report at this time.
  - Budget/Preparation Mr. Lichty gave a brief status update. Safer grant being submitted next week with a County contingency of hiring 1½ people the first 2 years, and 2 people the third year. A half person means a start date in January. No hiring can be done until after grant award or denial. Mr. Weiss commented that the Finance Committee recommended this approach and the BOS agreed with it and supports the concept of hiring the personnel, but just doesn't have 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.



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funds to hire them all at once. Mr. Roper confirmed the original request was going to be for 3 new hires but was bumped up to 5. Ms. Harrison remarked that she didn't remember the LEOs request in the budget submission as part of the budget subcommittee. Mr. Lichty verified that was part of an actuarial study that was done earlier in the year and was automatically entered into the budget process, this was not something specific that the budget subcommittee did or interjected. Mr. Weiss explained that the Finance Committee discussed this thoroughly. The Sheriff's office has had this for a decade and have not taken advantage of it. There is a flaw in the national system that gives them the coverage but they wouldn't get any insurance, there's no stop-gap insurance policy, so the folks don't retire. No one is opposed to the program, they just don't feel that it is an appropriate use of \$70,000 at this time. Mr. Weiss announced that the public hearing, joint with the school board, has been set for April 2<sup>nd</sup>, 2019 at 7:30pm.

#### 5. Unfinished Business

- Blue Ridge Staffing Request Mr. Lichty reviewed the last month's data from February 2019 with the group. Chairman Hoff stated that due to not having a voting quorum tonight, this is only an informational update. Ms. Harrison recommended that the staffing continue for another month with an agreed consensus from the group.
- Association-role in fire-rescue Ms. Harrison commented that her and Mr. Nicholson met with Boyce a couple of weeks ago and are awaiting a response from the Association to schedule a meeting. She stated that Boyce opined that if the Association was to continue, their primary focus should be on recruitment and retention working with the individual departments. This is where there is a gap since the Fire & EMS Commission does basically what the Association used to do. They felt as though there are other changes that need to happen as well. Ms. Harrison will keep the Commission posted.
- Incentive program review Mr. Lichty reviewed with the group. Mr. Lawrence asked if Mr. Lichty knew what the Chiefs intent is with the incentive funds. He commented that if it is only going into a general fund, it may not be as beneficial to the volunteers as they originally thought. Mr. Lichty will inquire and report back with a comparison from all the stations.
- 6. Report from the Fire and Rescue Association Mr. Lichty indicated he did not have any minutes or anything to report at this time.
- 7. Report from the Director of Fire and EMS (see attached) Mr. Lichty reviewed with the group. He will eliminate the totals column from the far right hand side for the quarterly report (page 18) for members but add an up/down column. Mr. Lawrence inquired about the 1582 physicals, if accepted/approved, will it be a requirement or voluntary. Mr. Lichty stated that they would review and decide what would be the best pricing, flexibility to others that may already work in other jurisdictions, implementation, etc. Mr. Lichty explained the general synopsis of what happens if/when findings from a physical examination. Mr. Weiss commented that there are areas of concern from the Finance Committee level about the potential implementation and remain undecided at this time. Ms. Harrison announced that the proffers

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check from the new facility will be here in a few weeks. It was clarified by Mr. Lichty that the proffers does not designate that the funding go directly to Enders, it is written to go to Fire and Rescue purposes. Mr. Weiss confirmed that Mr. Lichty has loaned out his vehicles LifePak to Blue Ridge due to theirs going bad. Their Physio contract had expired on their LifePak 12 so they wouldn't repair it. You can no longer purchase the 12's, and the cost of a 15 would be around \$15,000.00. Command 200 is suspended temporarily as an ALS unit due to this.

- 8. New Business Ms. Harrison announced that AT&T has approved and will be expanding their service on the local tower and putting in a generator as part of the First Net service which will incorporate emergency services. Mr. Lichty mentioned that the strategic plan expires in 2020. Sometime around July the Commission will need to review and decide on another one or not. The process does take quite a while to complete. Mr. Hoff asked if the strategic plan should be included in with the BOS comprehensive plan. Mr. Weiss is unsure and will inquire with Brandon Stidham. Mr. Weiss announced the BOS received a letter from Blue Ridge requesting to have Mr. Jay Grim replace Mr. Jacob White on the Fire and EMS Commission. The BOS will discuss and take action on Tuesday, March 16<sup>th</sup>, 2019 at their regular meeting.
- 9. Summary of required action
  - Update report format
  - Request from the Chief's an explanation/intent for the incentive funds
  - Meet with Mr. Stidham on if/how the strategic plan falls within the BOS comprehensive plan
- 10. Mr. Lawrence made a motion to adjourn. The motion was passed with all in favor at 7:17pm.

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Minutes Transcribed by Melanie Radford

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## **BLUE RIDGE VFD - TEMP STAFFING REPORT**

Mar-19

Dispatch to Enroute 6.18
Calls with no 1st due assist 0

Incidents	Total	First Call	Second Call	Third Call	4th Call	5th Call
First Due	9	6	2	1	0	0
Co. 1	6	4	2	0	0	0
Co. 4	1	0	1	0	0	0
Total-	16	10	5	1	0	0

Station Staffing	Personnel*	Hours	Type
Co. 8	52	236	Station, Home
Co. 1	70	Unk	Station, Home
Co. 4	62	Unk	Station, Home

<sup>\* -</sup>Personnel totals could be same people multiple days

#### **Notes**

Blue Ridge contiues to work with personnel to get them released on apparatus

#### **Chiefs/Station Comments**

<sup>1 -</sup>Days with no staffing

#### **DISPATCH RESPONSE INFORMATION 2019 March**

	Dispatch to	Dispatch to	Dispatch to
	Enroute	On Scene	Hospital
Blue Ridge - Rescue	6.89	12.97	54.37
Blue Ridge - Fire	6.88	12.22	NA
Boyce-Rescue	4.64	10.61	56.74
Boyce - Fire	6.05	12.32	NA
Enders - Rescue	3.49	8	49.60
Enders - Fire	5.20	14.71	NA
Average (all)-	5.53	11.81	53.57
Average (Rescue)-	5.01	10.53	53.57
Average (Fire) -	6.04	13.08	NA

		DISPAT	CH RESPONS	SE INFORM	IATION -	ALL MON	THS
		Blue Ridge - Rescue	Blue Ridge - Fire	Boyce- Rescue	Boyce - Fire	Enders - Rescue	Enders - Fire
	Dispatch to Enroute	5.18	9.88	4.33	5.16	3.4	5.98
MAR	Dispatch to On Scene	10.1	17.86	11.72	9.85	7.23	13.96
400	Dispatch to Enroute	6.01	5.23	4.42	6.72	3.32	4.93
APR	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
IVIAT	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
JUN	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
JOL	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
AUG	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
JEFI	Dispatch to On Scene	11.18	16.13	9.3	10.45	9.16	10.53
ОСТ	Dispatch to Enroute	5.23	ERROR	4.83	6.15	2.93	4.78
OCI	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
NOV	Dispatch to On Scene	16.43	15.71	12.13	10.96	7.3	16.55
DEC	Dispatch to Enroute	6.65	3.22	4.95	6.65	3.12	8.12
DLC	Dispatch to On Scene	15.65	14.48	11.4	11.55	8.12	11.75
JAN	Dispatch to Enroute	5.55	5.31	5.58	4.15	3.15	5.43
2019	Dispatch to On Scene	13.06	15.58	13.43	12.96	7.61	10.16
FEB	Dispatch to Enroute	5.36	5.55	4.16	5	3.32	5.66
FLD	Dispatch to On Scene	11.92	15.96	10.15	15.7	7.65	14.45
MAR	Dispatch to Enroute	6.89	6.88	4.64	6.05	3.49	5.2
IVIAIN	Dispatch to On Scene	12.97	12.22	10.61	12.32	8	14.71
	Average	9.23	10.26	8.47	8.82	5.54	9.30

DISPA	атсн то	ON SCEN	IE WITH C	REW STA	NDARD
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
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	66.38%	86.96%	NA	61.54%	61.54%
NA	68.28%	86.90%	NA	42.11%	52.63%
NA	72.44%	86.51%	NA	69.23%	84.62%
NA	65.49%	85.71%	NA	50.00%	66.67%
NA	65.58%	84.13%	NA	48.08%	62.93%

#### **MUTUAL AID RESPONSES**

	SEPT	OCT 18	NOV 18	<b>DEC 18</b>	JAN 19	FEB 19	MAR 19	APR 19	MAY 19
Mt. Weather-EMS	27	0	0	0	0	0	0		
FIRE		0	0	0	0	0	0		
MA-Given/Request					1	1	2		
Warren CoEMS	12	14	20	12	12	12	24		
FIRE					3	3	4		
MA-Given/Request					1	1	0		
Frederick CoEMS	6	22	17	16	22	11	18		
FIRE					3	3	3		
MA-Given/Request					7	8	5		
Fauquier CoEMS	3	11	10	4	3	5	6		
FIRE					2	0	0		
MA-Given/Request					1	0	0		
Loudoun CoEMS	0	3	9	5	2	4	5		
FIRE					2	2	0		
MA-Given/Request					3	11	6		
TOTAL-	48	50	56	37	62	61	73	0	0
TOTAL CALLS MO	300	272	243	243	305	397	279	0	0
% OF TOTAL CALLS-	16.0%	18.4%	23.0%	<b>15.2</b> %	20.3%	<b>15.4%</b>	26.2%	#DIV/0!	#DIV/0!



## Division of Fire and Rescue Services Response Review Report Year to Date 2018-2019

	1		ı
EMS - Month	Total Count	Total Fail Count	Total Pct.
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%
December 2018	181	15	9.9%
January 2019	234	11	4.7%
February 2019	214	11	5.1%
March 2019	220		

Fire - Month	Total Count	Total Fail Count	Total Pct.
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%
December 2018	62	3	4.8%
January 2019	71	4	5.6%
February 2019	78	4	5.1%
March 2019	59		

<sup>\*</sup>This report reflects changes made by the Standards Sub-Committee



# Division of Fire and Rescue Services Response Review Report March 1, 2019 – March 31, 2019

	AM	PM	WK	Total	AM Fail	PM Fail	WK Fail	Total Fail	AM	PM	WK	Total
Station	Count	Count	Count	Count	Count	Count	Count	Count	Pct.	Pct.	Pct.	Pct.
Enders-Fire	9	6	10	25	0	1	1	2	0%	16.7%	10%	8%
Enders-EMS	55	37	43	135	3	2	2	7	5.5%	5.4%	4.7%	5.2%
Boyce-Fire	9	6	6	21	2	2	1	5	22.2%	33.3%	16.7%	23.8%
Boyce-EMS	17	16	19	52	1	9	0	10	5.9%	56.3%	0%	19.2%
Blue Ridge-Fire	6	4	3	13	1	1	0	2	16.7%	25%	0%	15.4%
Blue Ridge-EMS	14	7	12	33	1	1	0	2	7.1%	14.3%	0%	6.1%



#### **DIRECTORS REPORT**

#### Month-April 2019 (updated 4/5/2019)

#### Standard Reports

- -Response Report 279 Calls for Month of March, average of XX% "Failure".
- -Billing Report March collections were \$35,026.57, \$2,508.95 in patient balances and TNT's.

#### Updates-

- Top 3 categories for Errors This replaces the top 3 reason non-billable which remains the same.
  - o Other
  - Narrative
  - o Pt. Movement
- Current SOGs for review (continued work being done by Chiefs);
  - o IAMRESPONDING
- Upcoming SOGs
  - Quality Assurance
  - o Active Shooter

#### -Emergency Management

- LEMPG (local emergency management planning grant) report for 2018 just came out with information from all 50 states. It is estimated that Congress may include a 5% increase to this funding in FY 20. It is unknown if this additional funding will be funneled down to localities or remain with the state.
- There was a Table Top exercise held March 13<sup>th</sup>, this exercise was a severe weather incident in the Shenandoah Retreat area. The exercise went well, identified some concerns and will be working in the coming year to address some of those concerns and procedures. Concerns how to facility needs, how to properly document, how to process information.
- I attended the annual VEMA Conference in Newport News last month, this conference provided updates on state and federal legislation, case incident reviews and a variety of classes.

We have completed shelter surveys for all 5 shelters listed in our plan, we will be
working in the coming months to finish American Red Cross paperwork and getting
MOUs with each of the shelters. We will then proceed to work with Red Cross in
trying to get a Red Cross Shelter trailer staged here is the county.

#### -Budget

- Fiscal Year 2020 Budget No other changes from last month with the budget, the
  public hearing on the budget was held on April 2<sup>nd</sup>. The final vote on the budget will
  be at the BOS regular meeting on April 16<sup>th</sup>.
- Please see the updated incentive program sheet for 3<sup>rd</sup> quarter standings
- The SAFER grant is complete and is now submitted, will keep everyone informed as we progress through the process

#### -Strategic Goals

#### 1) Strategic Vision and Effective Leadership

- The Blue Ridge Staffing update Staffing continues to go well, no significant issues
- I have sent emails out to each chief offering to attend 1 of their company meetings a month to answer any questions and to help improve upon communications. At this time I have not heard a yes or no from any companies.
- The County is working on updating the website, please let me know if there
  is other things that are not currently on the website that you would like to
  see. There is a short window for this.
- The Chiefs are reviewing some programs that will track certifications management to meet the objectives identified in the Strategic Plan. Once the Chiefs have narrowed down the selection, I will present to the Commission.
- Will be working with JAS to come up with some administrative training for administrative personnel in each department that will cover – Fire programs funds, Four-for-life funds, how to request stipends, how payments are processed, and other miscellaneous things.

#### 2) Fire and EMS Operations

- Met with the OMD on the Mobile Integrated Healthcare, we have identified 3 different situations to use as a case study. We will be working to set this up and evaluate at the 60 and 90 mark.
- There were three reviews of incidents in the past month
  - CPR Incident with an address correction This call has been reviewed and identified that all procedures were followed, initial

- caller gave wrong address. Learning lesion will be working with departments to post an informational card at station and procedures in the event a 911 call comes into station and not the dispatch center.
- Motor Vehicle Collision Due to a lack of personnel and equipment on the scene there was an impact on extricating a patient from the vehicle. Concerns over POVs on the scene and not reporting to command post. The use of personnel protective equipment on the scene. – Will be working to develop some basic incident command (ICS) classes and procedures in reporting to the scene in a POV.
- CPR incident with hording conditions home conditions affected
  the ability of crews to access the patient and in moving the patient
  out of the home. Several different departments were brought into
  the incident to review conditions and render assistance. Agencies
  included Social Services, Health Department, Sheriff's office, Town
  of Boyce
- I have been working with a company called Tri-County transports. This
  company is new and trying to obtain their EMS agency licensing through the
  state. This is a company that will be based here in Clarke County and
  conduct for profit transports. An example of this would be transporting a
  patient from a nursing home to the doctor and back to the nursing home.
- With the change to box numbers I have now started to send the Chiefs each month a breakdown of calls within each box. They may use this information to better plan for the future and to help them in their operations.
- There was some confusion when going into mutual aid areas with
  designations of our part-time employees on incidents. We have order
  helmets for the remaining part-time employees who do not have firefighting
  gear yet from the county. These helmets will help to make sure they are
  identified as Clarke County when working in mutual aid areas. This was
  accomplished by adjusting current gear spending (no additional costs).

#### 3) Recruitment and Retention

• We have seen some spikes in new membership, this is why the quarterly reports are so important, so that we may track where we are having success and how long these new members are sticking around.

#### 4) Resource Management

• The Lord Fairfax EMS Council has been awarded funding for a program called "Handtevy", this program focuses on pediatric medication administration and care. All departments in the Lord Fairfax EMS Council

- will be getting this program at no cost. Our Jurisdictional Coordinator is leading this project for us.
- The Chiefs are reviewing with their companies a combined Physico Control contract that will cover Lifepacks, AEDs and Lucas devices. In the last Chiefs meeting AC Shank was also asked about discussing with his company using 10% of the scheduled proffers for the new 120 unit facility to pay for this. Once they have reviewed with their companies, I will provide more information.
- MDT status update Completing the initial training material for this
  program. Additionally, looking at the need to develop a MOU before the
  deployment of these devices to each station. This may need to be added to
  make sure that each department is clear on who will address any issues with
  these devices and how they will be mounted in each unit.
- We obtained from the purchasing department some replacement lockers, to replace some of the lockers for staff at Enders. These lockers come from the schools.

#### 5) Health and Safety

- If the NFPA Physicals are approved in this year's budget (expected) there will be an informational session on this type of physical in the coming months to each department.
- In the past couple of months there has been 2 different significant incident reports come out, please contact me if you are interested in reading them
  - Alexandria Firefighter crushing injury
  - Loudon Vehicle Accident

#### 6) Employee Development

I have submitted to send 1 employee to a Lord Fairfax EMS (LFEMS) council
in coordination with Associates in Emergency Care EMT to Paramedic
upgrade class to take place at the LEFEMS Council office starting in
September. The estimated cost of this training is \$10,000 + dollars and
includes tuition, books, employee overtime and testing fees.

#### 7) Community Outreach

 Will be working to get a booth (table) at this year's fair, this booth is for attracting new volunteers and passing on emergency management information.

#### Other remarks

- The question asked by the Commission last month – Is the Strategic Plan part of the county's compressive plan? I have spoken to Mr. Stidam and it is not. There will need to be discussion in the coming months on creating a new strategic plan. The current plan expires in 2020.

## **FY 2019 INCENTIVE PROGRAM EVALUATION SHEET**

	QUARTER 1			QUARTER 2			QUARTER 3			QUARTER 4			
_	JUL	AUG	SEPT	ОСТ	NOV	DEC	Qtr Avg	JAN 19	FEB	MAR	APR	MAY	JUN
ENDERS	NA	NA	NA	191.75	291.25	225.25	236.08	222.25	199.75	213.2			
BOYCE wo/pt	NA	NA	NA	94	70.75	82.05	82.27	84.25	91.25	33.75			
BOYCE w/pt								173	155.25	96.75*			
BLUE RIDGE	NA	NA	NA	141.25	224.25	193.5	186.33	156.25	282	181.25			

<sup>\*-</sup>Avg Month-141.66

Receive Incentive of \$1250.00 per quarter

	Qrt 1	Qrt 2	Qrt 3	Qrt 4
ENDERS	NA	YES	YES	
BOYCE	NA	NO	YES*	
BLUE RIDGE	NA	YES	Yes	

<sup>\*-</sup>With avg. & w/pt

		BOYCE \	/FD		BLUE RIDGE VFD			ENDERS	VFD			TOTAL	S - ALL			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
New Member Interest	1				1	0			3	4			5	4		
Ops Members voted in	1				1	0			1	3			3	3		
Assoc. Members voted in	1				1	0			0	0			2	0		
Recruitment Events	0				0	1							0	1		
													0	0		
Current Ops Members	26				23	23			39	42			88	65		
Current Assoc. Members	6				12	11			20	20			38	31		
													0	0		
Vol. with 5+ calls	11	8	10		13	11	10		17	17	18		41	36	38	0
% of members	42.3%	#DIV/0!			56.5%	47.8%			43.6%	40.5%			46.6%	55.4%	#DIV/0!	#DIV/0!
New Member-Hear From-																
Member of Dept.	1				1	na							2	0		
Internet-Facebook						na							0	0		
Internet-Webpage						na							0	0		
Newspaper						na							0	0		
Station Sign						na			1				1	0		
Friend						na				1			0	1		
Other						na							0	0		