



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

AGENDA

July 11th, 2019

6:30pm

Clarke County Government Center – Meeting Room AB

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes – June 13<sup>th</sup>, 2019 (p. 2-4 )
4. Committee Reports – Information Only
  - Standards – See Attached report (p. 5- 9, if committee is able to meet prior to meeting updates will be distributed)
  - Technology – No report prior to meeting
  - Budget/Preparation - No report
5. Unfinished Business
  - Blue Ridge Staffing Request– Update – Information (p. 10 - 11)
  - Incentive program review – Information (p. 12)
  - Strategic Plan Review – Strategy 1 update/review (p. 13 - 24 )
6. Report from the Director of Fire and EMS – Information Only (p. 25 - 28)
7. New Business
8. Summary of required action
9. Adjourn

All meeting documents will be distributed at meeting. Next meeting is on August 8th, 2019 at 6:30pm in the Clarke County Government Center – Meeting Room AB



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MINUTES

June 13<sup>th</sup>, 2019 6:30pm

Clarke County Government Center – Meeting Room AB

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

Absent: Jay Grim

Staff: Pam Hess  
Brian Lichty  
Melanie Radford

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

1. Ms. Harrison 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 May 9<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 mentioned that Boyce responded more this past month, noting that Warren County had to be requested less for mutual aid, well done. Mr. Lawrence asked what was the criteria that made a call a fail and if the majority were from second calls. Chairman Hoff stated that if he remembered correctly, he thought 4 out of the 5 calls for Enders were for second calls.
  - Technology - Nothing new to report at this time.
  - Budget/Preparation – Nothing to report
5. Unfinished Business
  - Blue Ridge Staffing Request - Mr. Lichty reviewed the last month's data from May 2019 with the group. Mr. Conrad verified the first due call data with Mr. Lichty. Mr. Roper confirmed that this should be the last time the Commission would need to review and vote on this since it's added

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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into the new budget. Mr. Lawrence made a motion to continue funding Blue Ridge's temporary staffing for another month. The motion was passed with all in favor.

- Association (mediation subcommittee) Ms. Harrison read the following to the Commission. (see attached) Chairman Hoff thanked both Ms. Harrison and Mr. Nicholson for their time concerning this matter. Mr. Weiss stated, from the BOS perspective, if this is the case then it's critical that the representatives from the companies on this Commission take this message back to their members and state that the information or participation flow needs to come through their representatives. The BOS relies on the Commission to bring information forward and if the members of the companies don't utilize their representatives on the Commission, then the system won't work.
- Incentive program review - Mr. Lichy reviewed with the group. He noted a considerable jump in Boyce's numbers. He stated that Boyce has reestablished their "live-in" program and it reflects a significant change. Mr. Weiss passed on the observation from the BOS, they thought the funds received from this program would be utilized for purchases of equipment or other needs that weren't covered by other resources. The previous funds awarded have been given to the members, which is fine and the companies can do what they want with it, they just thought it would go back into the system versus as rewards, perhaps there is a way to do both. Mr. Conrad opined that it is important to acknowledge those who have put forth the effort and to keep in mind that it's not always the machinery or equipment that gets the job done, it's the people and they should be encouraged as much as we can.
- Strategic Plan Review - Preliminary update – (see attached) Mr. Lichy briefly reviewed with the group a synopsis of what is to come and a draft format of how it will get processed.

6. Report from the Director of Fire and EMS - (see attached) Mr. Lichy reviewed with the group. Discussion-Ms. Harrison commented that if the grant is awarded for the gear washer maybe someone would be willing to donate their labor costs for the install and Mr. Conrad verified it would be placed at Enders for a central location. Ms. Harrison inquired what commitment does the County get if we are sending someone to an upgraded EMT class. Mr. Lichy confirmed that they would have to sign a contract with the County for a specified amount of time. He stated that we have 3-4 people that will all be retiring in a few years, all of which are medics and we will need replacements. Mr. Weiss indicated that the BOS still has not approved anything on the classes yet. Mr. Conrad pointed out a spelling error on Mr. Lichy's report, page 27 last bullet point, EMTB to "EMTI" should be "EMTP".

- Request to change September 2019 meeting from the 12<sup>th</sup> to the 19<sup>th</sup> - Mr. Conrad made a motion to move the meeting date as requested. The motion passed with all in favor.

7. New Business - Mr. Lawrence mentioned that if another column was added to show a countywide percentage for response times, it wouldn't look like no one responded. Ms. Harrison voiced that maybe just adding an asterisk (\*) with a disclaimer at the bottom to indicate the numbers listed doesn't mean the call wasn't answered, just not in the 11 minute standard. In light of recent local activities, Chairman Hoff wanted to remind everyone about FOIA (Freedom of Information Act) requests. As part of the County,

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this Commission and/or its members could be subjected to requests, make sure information is documented appropriately.

8. Summary of required action -
  - Add the asterisk (\*) disclaimer
  - Continue with strategic plan
9. Mr. Conrad made a motion to adjourn. The motion was passed with all in favor at 7:09pm.

All meeting documents will be distributed at meeting. Next meeting is on July 11th, 2019 at 6:30pm in the Clarke County Government Center – Meeting Room AB

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Minutes 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.

**DISPATCH RESPONSE INFORMATION 2019 May**

	Dispatch to Enroute	Dispatch to On Scene	Dispatch to Hospital
Blue Ridge - Rescue	4.59	11.35	56.47
Blue Ridge - Fire	3.36	12.55	NA
Boyce-Rescue	3.13	11.28	54.58
Boyce - Fire	5.21	11.45	NA
Enders - Rescue	2.47	7.1	45.14
Enders - Fire	5.20	12.36	NA
Average (all)-	3.99	11.02	45.41
Average (Rescue)-	3.40	9.91	52.06
Average (Fire) -	4.59	12.12	NA

**DISPATCH RESPONSE INFORMATION - ALL MONTHS**

**DISPATCH TO ON SCENE WITH CREW STANDARD**

		Blue Ridge - Rescue	Blue Ridge - Fire	Boyce-Rescue	Boyce - Fire	Enders - Rescue	Enders - Fire
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	6.65	3.22	4.95	6.65	3.12	8.12
	Dispatch to On Scene	15.65	14.48	11.4	11.55	8.12	11.75
JAN 2019	Dispatch to Enroute	5.55	5.31	5.58	4.15	3.15	5.43
	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
	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
	Dispatch to On Scene	12.97	12.22	10.61	12.32	8	14.71
APR	Dispatch to Enroute	6.45	7.62	5.226	4.64	4.39	2.86
	Dispatch to On Scene	14.86	17.01	11.97	12.08	6.72	8.91
May	Dispatch to Enroute	5.52	5.98	4.63	3.92	2.98	5.32
	Dispatch to On Scene	12.02	23.13	12.05	11.37	7.83	13.77
May	Dispatch to Enroute	4.59	3.36	3.13	5.21	2.47	5.12
	Dispatch to On Scene	11.35	12.55	11.28	11.45	7.1	12.36
	<b>Average Enroute</b>	<b>5.90</b>	<b>5.90</b>	<b>4.93</b>	<b>5.23</b>	<b>3.24</b>	<b>5.51</b>
	<b>Average On Scene</b>	<b>12.84</b>	<b>14.61</b>	<b>11.97</b>	<b>11.91</b>	<b>7.71</b>	<b>12.74</b>

EMS 8 MIN-	EMS 10 MIN-	EMS 15 MIN-	FIRE 10 MIN-	FIRE 15 MIN-	FIRE 20 MIN-
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	71.07%	84.91%	NA	33.33%	33.33%
NA	70.00%	88.67%	NA	60.00%	60.00%
NA	68.53%	83.22%	NA	38.46%	53.85%
<b>NA</b>	<b>66.50%</b>	<b>84.47%</b>	<b>NA</b>	<b>47.19%</b>	<b>59.73%</b>
<b>NA</b>	<b>66.34%</b>	<b>84.47%</b>	<b>NA</b>	<b>48.18%</b>	<b>59.73%</b>

**Average all Enroute- 5.12**  
**Average all On Scene- 11.96**  
**Avg. Enroute Rescue- 4.69**  
**Avg. Enroute Fire- 5.55**  
**Avg. On Scene Rescue- 10.84**  
**Avg. On Scene Fire- 13.09**

### MUTUAL AID RESPONSES

	SEPT	OCT 18	NOV 18	DEC 18	JAN 19	FEB 19	MAR 19	APR 19	MAY 19	19-Jun
Mt. Weather-EMS	27	0	0	0	0	0	0	0	0	0
FIRE		0	0	0	0	0	0	0	0	0
MA-Given/Request					1	1	2	2	0	2
Warren Co.-EMS	12	14	20	12	12	12	24	18	2	20
FIRE					3	3	4	3	2	5
MA-Given/Request					1	1	0	0	0	0
Frederick Co.-EMS	6	22	17	16	22	11	18	14	14	17
FIRE					3	3	3	1	1	3
MA-Given/Request					7	8	5	4	7	3
Fauquier Co.-EMS	3	11	10	4	3	5	6	7	3	12
FIRE					2	0	0	1	1	2
MA-Given/Request					1	0	0	0	0	1
Loudoun Co.-EMS	0	3	9	5	2	4	5	5	4	6
FIRE					2	2	0	1	1	4
MA-Given/Request					3	11	6	3	5	10
<b>TOTAL(MA REC)-</b>	<b>48</b>	<b>50</b>	<b>56</b>	<b>37</b>	<b>49</b>	<b>40</b>	<b>60</b>	<b>50</b>	<b>28</b>	<b>69</b>
<b>TOTAL CALLS MO.-</b>	<b>300</b>	<b>272</b>	<b>243</b>	<b>243</b>	<b>305</b>	<b>397</b>	<b>279</b>	<b>274</b>	<b>275</b>	<b>300</b>
<b>% OF TOTAL CALLS-</b>	<b>16.0%</b>	<b>18.4%</b>	<b>23.0%</b>	<b>15.2%</b>	<b>16.1%</b>	<b>10.1%</b>	<b>21.5%</b>	<b>18.2%</b>	<b>10.2%</b>	<b>23.0%</b>

# STANDARDS SUBCOMMITTEE RESPONSE EVALUATION

Month: Jun-19

<b>Total responses in question for month-</b>	31		
11 Minute-No response(True Fail)-	25	Percent of total in question-	80.6%
Delayed Response-	1	Percent of total ALL CALLS-	8.3%
Overburden-	4		
Removed-	1		

## 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-	31
Percentage of Responses for Month-	10.3%

Blue Ridge Vol. Rescue	
Total Responses-	48
11 Minute-No Response-	8
Percentage of total responses-	16.7%
Overburden-	0

Blue Ridge Vol. Fire	
Total Responses-	13
11 Minute-No Response-	3
Percentage of total responses-	23.1%
Overburden-	1

Boyce Vol. Rescue	
Total Responses-	46
11 Minute-No Response-	4
Percentage of total responses-	8.7%
Overburden-	2

Boyce Vol. Fire	
Total Responses-	20
11 Minute-No Response-	4
Percentage of total responses-	20.0%
Overburden-	0

Enders Vol. Rescue	
Total Responses-	135
11 Minute-No Response-	6
Percentage of total responses-	4.4%
Overburden-	1

Enders Vol. Fire	
Total Responses-	38
11 Minute-No Response-	0
Percentage of total responses-	0.0%
Overburden-	0

OB	Overburdened	4
TU	True Failure	25
DR	Delayed Resp.	1
RE	Removed	1
<b>TOTAL</b>		<b>31</b>

\*This report reflects a system analysis **ONLY**, All calls for service where answered



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

<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>
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	13	5.9%
April 2019	221	14	6.3%
May 2019	225	14	6.2%
June 2019	229	18	7.8%

<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>
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	4	6.7%
April 2019	53	4	7.5%
May 2019	50	3	6.0%
June 2019	71	7	9.8%

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





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

***Response Review Report***

***June 1, 2019 – June 30, 2019***

<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	16	11	11	38	0	0	0	0	0%	0%	0%	0%
Enders-EMS	63	35	37	135	2	4	1	7	3.2%	11.4%	2.7%	5.2%
Boyce-Fire	10	5	5	20	1	2	2	5	10%	40%	40%	25%
Boyce-EMS	24	13	9	46	2	2	3	7	8.3%	15.4%	33.3%	15.2%
Blue Ridge-Fire	4	5	4	13	1	3	0	4	25%	60%	0%	30.8%
Blue Ridge-EMS	25	7	16	48	4	2	2	8	16%	28.6%	12.5%	16.7%

# Memo

**To:** Brian Lichty, Director Fire and Rescue  
**From:** Jacob White, Fire Chief *JW*  
**Date:** July 2, 2019  
**Re:** June Staffing at Station 8

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The month of June multiple days were not staffed by career employees. Equipment check sheets have not been started yet. Still having issues with accuracy of career staffing on IAR.

# BLUE RIDGE VFD - TEMP STAFFING REPORT

Jun-19

Dispatch to Enroute 5  
 Calls with no 1st due assist 2

Incidents	Total	First Call	Second Call	Third Call	4th Call	5th Call
First Due	14	8	3	2	1	0
Co. 1	14	8	5	1	0	0
Co. 4	0	0	0	0	0	0
<b>Total-</b>	<b>28</b>	<b>16</b>	<b>8</b>	<b>3</b>	<b>1</b>	<b>0</b>

Station Staffing	Personnel*	Hours	Type
Co. 8	42	207.75	Station, Home
Co. 1	67	Unk	Station, Home
Co. 4	86	Unk	Station, Home

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

## Notes

Continues to go well, limited staffing due to vacations

## Chiefs/Station Comments

Accuracy of IAR

Check sheet not complete

## FY 2019 INCENTIVE PROGRAM EVALUATION SHEET

	QUARTER 1			QUARTER 2				QUARTER 3			QUARTER 4		
	JUL	AUG	SEPT	OCT	NOV	DEC	Qtr Avg	JAN 19	FEB	MAR	APR	MAY	JUN
<b>ENDERS</b>	NA	NA	NA	191.75	291.25	225.25	236.08	222.25	199.75	213.2	141.25	156	120.75
<b>BOYCE wo/pt</b>	NA	NA	NA	94	70.75	82.05	82.27	84.25	91.25	33.75	NA	NA	NA
<b>BOYCE w/pt</b>								173	155.25	96.75*	189.25	245.5	255.75
<b>BLUE RIDGE</b>	NA	NA	NA	141.25	224.25	193.5	186.33	156.25	282	181.25	169	149.5	94.75

\*-Avg Month-141.66

137.75 -Blue Ridge Avg Q4

Receive Incentive of \$1250.00 per quarter, minimum avg hours-120

	Qrt 1	Qrt 2	Qrt 3	Qrt 4
<b>ENDERS</b>	NA	YES	YES	YES
<b>BOYCE</b>	NA	NO	YES*	YES
<b>BLUE RIDGE</b>	NA	YES	Yes	YES

\*-With avg. & w/pt



# 2015 – 2019 Strategic Plan Review

# Evaluation Structure

- ▶ **Ongoing** – The status is continuous, there may be current actions and future actions planned.
- ▶ **Planned** – The status is planned for future actions, there may or may not have been actions taken, however the primary action is planned for the future.
- ▶ **Complete** – The status is complete and there is no further actions indicated.
- ▶ **Future** – Actions of this status are set for future actions. There may or may not have been actions already taken, however the primary action is for the future.

There may also be a combination of the above listed categories.

# Strategy 1-Lead the organization with a well-developed Strategic vision and plan

- ▶ **Action 1** - Develop a Strategic Fire and EMS Plan with performance goals and quantifiable objective data on the Department's performance
  - ▶ **Status - Ongoing**- The Strategic Plan was adopted by the Clarke County BOS. Established response goals have been set with monthly evaluations.

# Strategy 1-Lead the organization with a well-developed Strategic vision and plan

- ▶ **Action 2** - Provide yearly evaluation of the Department against established response time metrics and the level of care.
  - ▶ **Status - Ongoing**- At the end of the year the Director produces an “End of Year Report” that outlines the years response times.



# Strategy 1-Lead the organization with a well-developed Strategic vision and plan

- ▶ **Action 3** - Use the Strategic Plan to guide Board of Supervisors (BOS) budget decisions.
  - ▶ **Status - Ongoing**- The Commission is given an annual review of the progress made on the Strategic Plan. This information is then shared with the Clarke County BOS.

# Strategy 1-Lead the organization with a well-developed Strategic vision and plan

- ▶ **Action 4** - Amend the Strategic Plan as necessary to ensure that the Department can meet the needs of coming changes in the county.
  - ▶ **Status - Ongoing**- Annual evaluations are conducted on the Strategic Plan to identify tasks accomplished, progress and future needs.

## Strategy 2-Ensure effective and regular communications throughout the organization

- ▶ **Action 2** - Create a plan to communicate regularly to volunteer and career staff.
  - ▶ **Status - Ongoing**- Monthly the Director meets with the Chiefs and information is disseminated regularly through email. Different email groups have been set up to distribute information such as training advisories.

## Strategy 2-Ensure effective and regular communications throughout the organization

- ▶ **Action 3** - Develop a Clarke County Fire and EMS website to post all protocols, Standard Operating Guidance (SOG), meeting announcements, training opportunities on the Clarke County Fire and EMS website.
- ▶ **Status - Ongoing**- Information has been current added to the Clarke County website, as a new website is currently being developed, additional information will be provided.

## Strategy 3-Clarify the roles and responsibilities of all leadership positions

- ▶ **Action 1** - Develop a consistent rank structure throughout the Department.
- ▶ **Status - Planned**- Although a uniform rank system has been discussed and other programs have been working towards the collection of information this is not operational at this time.

## Strategy 3-Clarify the roles and responsibilities of all leadership positions

- ▶ **Action 2** - Clearly define and communicate the organizational structure of the Department, including reporting relationships.
- ▶ **Status - Complete**- A clear definition of the organization structure has been part of the last 2 years budget process.

## Strategy 3-Clarify the roles and responsibilities of all leadership positions

- ▶ **Action 3** - Define the roles and responsibilities, required training, and certification for each leadership position, document them, and ensure accountability for what is achieved.
  - ▶ **Status - Planned**- This is part of action 1 of this section.

## Strategy 3-Clarify the roles and responsibilities of all leadership positions

- ▶ **Action 4** - Ensure the accuracy of the job descriptions for all career staff and perform yearly evaluations in accordance with County policy.
- ▶ **Status - Ongoing**- In the fall of each year job descriptions are evaluated to determine changes. This exceeds the standard set through County policy.





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

## **DIRECTORS REPORT**

**Month-July 2019 (updated 7/9/2019)**

### Standard Reports

-Response Report – 300 Calls for Month of June, average of X.X% “Failure”.

-Billing Report – June collections were \$46,903.43 (\$3,683.67 in patient balances and TNT's).

### Updates-

- Top 3 categories for Errors – This replaces the top 3 reason non-billable which remains the same.
  - Other
  - Narrative
  - Procedures
- Current SOGs for review (continued work being done by Chiefs);
  - Physicals
- Upcoming SOGs
  - Active Shooter-postponed
  - Respiratory protection

### -Emergency Management

- LEMPG (local emergency management planning grant) is almost complete about 100% of funds have been spent and reimbursements have started to come in.
- Put together an Emergency Kit that will be given away as a drawing at this year's Fair booth.
- There was a Red Cross Shelter Drill that took place at Boyce on June 22<sup>nd</sup>. The drill was focused on Red Crosses performance, was there in attendance help to clarify some issues and concerns.

## -Budget

- Incentive status is listed for all of 4<sup>th</sup> quarter
- I have submitted for a Firehouse Subs Grant for a personnel protective gear washer and dryer this was for a total of approximately \$8,000. This is a 100% grant, only matching funds will be for the cost to install. **Update – Denied**
- I am currently working on a Fiscal Policies for Fire – Rescue. **Update – This is currently being reviewed by the County Administrator.**
- We are also working on a detailed Capital Improvements Plan – this will outline in detail the needs of the system for large capital purchases over the next 10+ years. **Update – This is currently being reviewed by the County Administrator.**

## -Strategic Goals

### 1) Strategic Vision and Effective Leadership

- The Blue Ridge Staffing update – Staffing continues to go well, no significant issues
- The County is working on updating the website. **Update – This project has been extended estimated to be complete by end of September being October**
- The Chiefs are reviewing some programs that will track certifications management to meet the objectives identified in the Strategic Plan. **Update – Have reviewed the first program will review the next one at the next meeting**
- We have scheduled an administrative procedures class that will take place on July 10<sup>th</sup>. This class will focus on all of the administrative items for volunteer departments and the county.
- An NFPA information class was done on June 19<sup>th</sup> at Blue Ridge VFD, there were only 6 that attended.
- I and Director Hess met with Frederick County regarding a possible radio issue. It was determined there is no issue at this time, however some contingency planning took place just in case a problem did arise.
- We will be holding our 1<sup>st</sup> meeting to review and update the Fire – Rescue Use Agreement. **Update – Blue Ridge and Enders presented an updated agreement, this was given to Boyce to review and I am currently reviewing. Once Boyce and myself have reviewed will set up next meeting.**

### 2) Fire and EMS Operations

- Working on a daily operational briefing sheet that will go out to anyone that would like it, anticipate to do a 2 week trial by the middle of this month. **Update – Delayed a bit due to other things going on**

- As part of the FY 20 budget we are working on setting up a CPR delivery class that will be done once a quarter that anyone in the system will be able to attend (no cost to individuals or departments) **Update – Still waiting on additional information to include estimated program costs and schedule.**
- Mobile Data Terminal (MDT) – The first MDT is out to the stations, Station 4. I have emailed the other Chiefs for classes and MOUs
- Two issues at Blue Ridge (with temp staffing), one of those issues has been resolved, the other is currently still under investigation. **Update – Waiting for Lieutenant to return from Vacation (next week) to finish up with 2<sup>nd</sup> complaint.**

### 3) Recruitment and Retention

- We had new applicant testing this past month we are down from 31 original applicants to 7 (4-FT, 3-PT). The process for the PT employees will be moving forward in the coming weeks. FT applicants will be in a holding pattern until we hear back from SAFER.
- To help with recruitment of these new applicants we are working on a referral reward and sign-on bonus. More to follow as we work on details.

### 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 (JC) is leading this project for us. **Update – have received final information on this and the JC should be sending out information soon.**

### 5) Health and Safety

- The INOVA Company in Ashburn has been selected to conduct our NFPA physicals. The Chiefs have requested that all Career personnel go through the program first. In the coming weeks I will be working with the company to make final arrangements.
- As part of the physical program we have been able to set up a vaccination (as needed) for volunteers within the system.
- Also as part of the physical program I have a meeting set up with Frederick County to get some FIT testing done in the fall of this year.
- We have applied for a couple of EMS scholarships/grants to send one employee to an EMT-B to EMT-I program that starts in September. We have heard back from the Zoll grant and we were denied. **Update – The decision has been made to hold off on this for now and add it to next Fiscal Year’s budget requests.**

## 6) Employee Development

## 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 out information on emergency management information. **Update – This is now all set up and I will be working with the Volunteer companies for scheduling.**

Other remarks