



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

AGENDA

February 13th, 2020

6:30pm

Clarke County Government Center – Meeting Room AB

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes – January 9th, 2020 (p. 3-12)
4. Committee Reports – Information Only
 - Standards – See Attached report (p. 19-23)
 - Technology – No report prior to meeting
 - Budget/Preparation - Budget Recommendations, vote (p. 13-18)
 - Committee assignments – current listing (p. 24)
5. Unfinished Business
 - Incentive program review – Information (p. 25)
 - Strategic Plan Review – (No review this month due to Budget)
 - Communications/Succession Document-Draft (p. 26-27)
 - Staffing Plan – Updated will be reviewed by Chiefs on 2/11 (p. 28-29)
 - Use Agreement – Information, Discussion (Agreement in Jan. packet, timeline p. 33)
 - Fiscal Policy – Information, Discussion (Policy in Jan. packet, timeline p. 30)
 - CIP Plan – Information, Discussion (CIP in Jan. packet, timeline p. 31)
6. Report from the Director of Fire and EMS – Information Only (p. 34-37)
7. New Business
8. Summary of required action
9. Adjourn



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

All meeting documents will be distributed at meeting. Next meeting is on March 12th, 2020 at 6:30pm in the Clarke County Government Center – Meeting Room AB

DRAFT



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

MINUTES

January 9th, 2020 6:30pm

Clarke County Government Center – Meeting Room AB

Attendees: Matt Hoff, Chairman
 David Weiss
 Tony Roper
 David Beatty
 Diane Harrison
 Randy Buckley

Vacant: Enders Representative
 Citizen Representative

Staff: Chris Boies
 Pam Hess
 Brian Lichty
 Melanie Radford

Chairman Hoff called the meeting to order at 6:30pm. He then turned the meeting over to Director Lichty for the election of the new Chair.

1. Election of Chair – Nominations for Chair-Mr. Hoff nominated Ms. Harrison. No others were nominated. Mr. Lichty called for the close of nominations. All voted in favor of Ms. Harrison as the new Chair. Chairman Harrison proceeded to take over the meeting.
2. Mr. Hoff made a motion to approve the agenda. The motion was passed with all in favor.
3. Public Comment –
 - Mr. Van Armacost read the following statement:

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



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

Good Evening

My name is Van Armacost. I'm a resident of Berryville and have been involved with our volunteer system for over 40 years.

I have been on both side of this joint venture as a Commission member and as a volunteer. It is a very tough fence to ride and has a lot of trials and tribulations with it. As a volunteer trying to adjust to all the changes that comes with growth AND as a Commission member trying to guide and implement a lot of the proposed changes and moving our system forward as a joint partnership.

As time changes and the need for more paid FFs and Medics is evident and supported by the vast majority of the volunteers, we have to remember who laid the first bricks for this Fire/EMS system. These 3-volunteer companies have worked their entire lives to keep this system afloat and provide excellent service to our community at a fraction of the real time cost.

This is due to unwavering support and money we have received from donations from our citizens and the money that the County and Town have appropriated us in the past PLUS our countless fund-raising efforts.

I cannot for the life of me understand how this document can propose to cut back on our stipends, take our Four for Life revenue and our State Fire Program funds.

Now I just learned from a detailed email from Director Lichty today that he is proposing using these funds to buy our fuel cost, EMS supplies, Maintenance Contracts on Life Packs and Lucas equipment along with various other smaller items. So basically, you want to our money and paid our bills, I have not quite digested all that yet. It sounds as if we are forfeiting our financial control.

We cannot financially support our vehicle purchases, building expenses and day to day costs without adequate funding to our Stipend. We are not Walmart's or Target stores who operate to make money. We run calls, we train a lot and we fund raise a lot, THAT'S IT.

We are a Team here consisting of volunteers, local government, paid personnel and our citizens. It takes all four of these to operate and function responsibly in order to help our neighbors in their time of distress.

I can say with confidence in my 40 years I have never seen absorbent waste or abuse of funds from any of these 3-volunteer company's. Please support the volunteers and support all our financial requests. Clarke County and the Town of Berryville with its current tax base cannot support a full-blown career department so we must utilize our volunteer base and their equipment in a joint partnership with the paid staff to provide our critical service to the community.

Thanks for allowing me to speak this evening.

January 9th, 2020

Van Armacost

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



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

- Chief Jacob White of Blue Ridge, read the following statement:

When the commission was first formed it had grand ideas on how to support the volunteers and improve service delivery throughout the County, while staying at the 50,000 ft view. Over the past several years it seems that supporting the volunteers has drifted away to nothing more than an afterthought. Frustration has been building with each new job at the volunteers like; County taking 4 for life and fire programs money, budget process with last minute changes, vehicle replacement fund...CHANGED to capital fund with zero access, lack of communication, fee for service, TNT, raw CAD data reports, you don't need a new ladder truck, and the County contract, just to name a few. The commission has gotten lost in the weeds.

The volunteers still want to do what gives them a sense of pride which is serving the community. The volunteers asked that some of the burden be lifted, not everything taken over. All we needed was assistance with financial constraints and more career staff to run these approved nursing homes and assisted living facilities that keep popping up. But that's not exactly what we are getting. The County's most important asset is a volunteer, so appreciate and support them. They raise funds to support millions of dollars of equipment and infrastructure while keeping your taxes lower. We are dwindling quickly, without your support; we will only be gone sooner than later.

When voting please think about how it will affect the volunteers, if you are not sure, talk with them and listen to what they have to say. Like the vote you are to take tonight on rank structure/flow chart, it was never brought to the Chiefs for discussion. You should ask a lot of questions like; who developed it, why was it developed, why the sudden change, why was it not produced to the "SYSTEM" members for comment???? Communication is key!!!!

Thank you for your time.

Jacob White, Fire Chief

Blue Ridge Volunteer Fire Company

- Mr. Jason Burns commented that here we are again at budget time, we're thrown a document that shows that we are looking at or the idea of taking money away from the volunteer stations and use it for other things. When we agreed as a volunteer system to do Fee for Service to fund a Director's position, a couple of other paid positions, there was no contract, there was no agreement, there was a handshake saying, yep this is what we're going to do and if there are leftover funds then we're going to start taking over some stuff, we're going to pay the insurance, did that, if there's even more money we'll try to get fuel, we'll try to capture some other things,

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



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

that this Fee for Service money may help us with. In that very budget document it shows a projected increase of a lot of money in Fee for Service but yet we are taking money out of the volunteer budget, a stipend that was said is not going to go down, volunteers you can count on that stipend to be there for you, doesn't get associated with Fee for Service, yet we bill \$11.00 a mile, that may not be accurate but it's close, for transporting patients for Fee for Service. Who gets that money? The County doesn't pay for maintenance on these units, they don't pay for maintenance on the chase vehicles, they don't pay for fuel in them, where's that money at? How do you bill a patient for mileage in a vehicle you don't own, yet that money doesn't come back to the volunteer station? Yet we want to take over Four for Life and fire programs money, we want to cut a stipend by \$5000 to pay for fuel and do these great things. Fee for Service money, maybe that Physio cloud, maybe the Physio contract, those are LifePaks on the medic unit. Why isn't Fee for Service money, projected increase of like a \$100,00, I don't remember what it was, supposed to be up in the \$400,000's, way beyond what Fee for Service was ever slated to make for this jurisdiction. We bill \$11.00 a mile, we get no fuel back out of it, I don't even know how you are allowed to bill for mileage on vehicles and not turn it back to those who maintain it and run them. We've been told the stipend wouldn't be touched, the chief's would see stuff, the system, we want to keep volunteers, all these things we've been told, but at the last minute we get documents that show, nope. We wouldn't have known about this document if Dave didn't forward it out to our station before tonight when this is presented to you guys. And it's projected to cut, for Blue Ridge \$20,000, the projected funds that we are going to use it for Physio cloud integration, Blue Ridge already has it, radio purchases which should be a capital expenditure not a Four for Life expenditure, if you're going to buy portables at \$30,000 a year, not even half of your fleet is going to be replaced before they are out of date and need another model. That is a capital expenditure of over a half of million dollars. You don't buy radios 2 or 3 at a time for a system. Anyway, I think Mike Oak's email said it right, everybody's tone deaf to what the volunteers have been saying for years.

- Mr. Harold Rohde commented that he has been in the volunteer community out here at Enders for about 25 years now, served as Chief, currently as President. I've been involved in developing our budgets, working on that kind of stuff, I was involved in when the Commission was even created. We've already talked about the budget but there's a whole lot to talk about with budget, I want to talk about the process of how all this stuff came down. The budget process has changed every single year for the last 3 years and we were asked to make recommendation of what we wanted to see or maybe have financed, or provided in our budgets, and there was no discussion what so ever with the Director or anyone until he writes his recommendation up and then he has an opportunity to present it here as the Director's recommendation for all of Fire and EMS, he sits on this Commission, he gets to explain all of that and he gets to sit in meeting with the BOS and other county people and finance people, that the volunteers not afforded. Again as Jason said, had Jacob not forwarded me the packet, because he refuses to speak to anyone except for the Chief of the company and quite honestly our volunteer Chief works late in the evening and doesn't have

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



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

an opportunity to sit there on top of his email all day long, but I started getting phone calls going what's going on?, what do you think about the budget?, did you see this?, I don't know what you are talking about. I went on the County website to find the packet, it wasn't there, nothing was out there. Had it not been for the ability of people to email thru around, no one of us would know what the heck was going on here. The other thing that I would like to talk about is the fiscal policy that's proposed. Never seen it before. I have never in the 25 years that I've been out here, seen any entity that would try to take an individual private company and say if you want to buy something you have to come to me and we have to approve that for you, if you want to do anything that involves any money, you have to come to me and you have to use my process on how you're going to spend that money. In the past we have been able to take our stipends we have gotten from the County and money that our community has donated to us, leverage that through grants, through other assistance and provide top quality apparatus in our stations. There has never been any fiscal impropriety in our station, we do audits every single year, we provide those audits, we do our 1099's and I don't see how you can take that control from a private corporation.

- Unable to attend in person, Chairman Harrison read the following email in Mr. Michael Oak's absence as requested:

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



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

From: "Michael Oak" <meo29@cornell.edu>
To: "Jason Burns" <jburnschief8@aol.com>
Cc: "Brian Lichty" <blichty@clarkecounty.gov>, "Jacob White" <jcwhi7@aol.com>, "David Weiss" <dweiss@clarkecounty.gov>, "DW Beatty" <beattydave28@gmail.com>, "Doug Lawrence" <dougmlawrence@hotmail.com>, "Diane Harrison" <ringm50@gmail.com>, "Mary Daniel" <mdaniel@clarkecounty.gov>, "Terri Catlett" <tcattlett@clarkecounty.gov>, "cgrubbrock" <cgrubbrock@yahoo.com>, "Chris Shipe" <iowaquaker@hotmail.com>, "Harold Rohde" <robdeeng@comcast.net>, "J C Blaylock" <jerry.blaylock1@gmail.com>, "Carolyn Trent" <catrent92@yahoo.com>, "Chris Boies" <cboies@clarkecounty.gov>, "Donald Jackson" <djackson@clarkecounty.gov>, "Wade Wilson" <wwilson@clarkecounty.gov>, "Mark Barenklau" <mbarenklau@clarkecounty.gov>, "Dave Peach" <dpeach@clarkecounty.gov>, "Van Armaost" <vanlisaj@verizon.net>, "Tony Roper" <troper@clarkecounty.gov>, "Travis Sumption" <tsumption@clarkecounty.gov>
Sent: Thursday, January 9, 2020 8:56:39 AM
Subject: Re: Budget Document

Brian,

I will be unable to attend the Commission meeting this evening. However, I would like to express my thoughts on some of the items in the meeting materials. These are my personal views and are not intended to represent those of the Company.

I hope you recognize from our many conversations that I respect both you and the career staff. I agree with your "ever improving" mindset in terms of making our system stronger to better serve the community. We can always find areas to be better. I also recognize the need for additional career staff in the County while also ensuring the current staff are competitively paid. To that end, I can appreciate your efforts to improve the benefits, promote employees, and offer ALS-training to attract, retain, and motivate qualified staff. As a tax payer, I appreciate any economies of scale that can be gained by combining purchasing efforts rather than individual contracts (e.g., insurance, MDTs, etc.). In reviewing the proposed budget, however, there is a strong perception among volunteers that the current proposal strengthens "the career side" but falls short of meeting the volunteers' needs.

As both a volunteer at Enders and resident of the County, I applaud all efforts – volunteer and career – to provide Fire & EMS services to our community. 120 years ago, John H Enders, our Company's namesake, partnered with the Berryville Town Council to form Berryville's first fire department. In 1962 the Rescue Squad was created. In more recent history, our Company has relied on valuable assistance from career staff to provide fire & rescue services to our Community. For the last several decades, the number of active volunteer firefighters has declined across the county – and our Community has not been immune. Over that same period, the demand on our services has only increased. As a system, we need to do a better job at attracting, retaining, and motivating volunteers, in addition to the much-needed career staff.

To keep up with this increasing demand on fire and rescue services, our Company has needed help. Help from the County providing career staff 24/7 – particularly for EMS calls – and help from residents, the Town, and the County to fund the ever-increasing costs of maintaining the building, apparatus, and equipment necessary to respond to calls. When we've asked for help, our Community has stepped up to answer the call.

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



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

For the upcoming year, our Company once again asked for financial assistance. While the proposed budget incorporates many of our requests through County-wide initiatives (for example, the Physio cloud integration and radio replacement program), it also proposes a \$5,000 reduction to our stipend and appears to ignore some of our other requests (e.g., financial assistance to replace aging furniture in preparation of doubling the 24/7 staffing).

While I'm confident these recommendations were developed with thoughtful deliberation, it has the appearance to many volunteers as being "tone deaf" to the volunteers' needs. For example, the reduction to our stipend represents less than 1% of the total proposed expenses – a relative "drop in the bucket" to the total. However, these funds are more meaningful to our Company and, without them, it puts further pressure on volunteers' fundraising efforts (and, ultimately, community residents). Moreover, this same proposal is asking for substantial increases to spend on career staff salaries and benefits. As mentioned above, I very much support the County's ability to recruit and keep qualified Fire and EMS personnel. However, reducing the direct support of the volunteer companies while spending substantial amounts on career staff creates a negative perception for the volunteers who are left to "pick up the slack" relative to funding. Lastly on this topic, quoting the new "Incentive Program" as one justification for reducing our stipend has a strong appearance of "bait and switch" – these funds were understood to be additional funds to increase volunteer participation. As mentioned above, we need more efforts on recruiting and keeping active volunteers.

In addition, I would like to express my concern of the County retaining Four for Life and Fire Program Funds rather than distributing it to the volunteer companies. For all the same reasons listed above, reducing funding to the volunteer departments adds to our already heavy fundraising burden. While it very well may be a good idea to allocate this year's expected Four for Life funds to the Physio Cloud Integration (or similar allocations for Fire Program Funds to related needs) – this is a decision that all volunteer companies should agree.

With respect to the proposed Financial Policies, I hope there will be sufficient time for the volunteer companies and all other interested parties to review as there have been many questions and concerns raised by the current draft.

In closing, I am very much a supporter of our combined career and volunteer system. Having personally spent hundreds of hours alongside career staff I see how hard they work and the challenges they face in this field. I applaud the efforts to provide competitive compensation for career staff while also addressing several requests from the volunteer companies. However, on balance, I believe more consideration should be given to the needs of the volunteer companies in the current budget proposal. As they say, "perception is reality" – the current proposal, from my observation, has not been perceived well by the volunteers. I encourage you to revisit the proposed budget and work with the respective volunteer companies on addressing more of their needs while also providing clarity on the rationale for your recommendations.

As always, I'm happy to discuss in person or assist in any way I can to strengthen and improve Clarke's fire & rescue system.

Respectfully,

Michael Oak

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



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

- Ms. Carolyn Trent, Rescue Captain at Blue Ridge, commented that she is also the person who has been trying to implement the Physio cloud county wide and I have concerns with the proposed budget for the Physio cloud. Most of our stations or I've heard, Blue Ridge and Enders for certain already pay for wifi hot spots coverage in their ambulance and their other apparatus for other utilities besides ImageTrend and I don't understand how it costs \$30,000 for 5 years of service for something we are already paying for. We don't need the data program, the modems themselves cost \$1000 for the wifi only modem, everything else is already in place. So it would be my concern regarding that line item.
4. Mr. Roper made a motion to approve the December 12th, 2019 minutes. The motion was passed with all in favor. Mr. Buckley and Mr. Beatty abstained as they were not present at the last meeting.
 5. Organizational Meeting Items
 - Set Meeting dates and times – All agreed to the proposed dates as listed.
 6. Committee Reports – Information Only
 - Standards - Mr. Lichy reviewed with the group.
Discussion - Mr. Beatty, Mr. Lichy, Mr. Weiss and Ms. Harrison discussed definitions/clarifications, how the data is compiled, the members of the committee, how the process was derived to include the methodology used for response times, measurements for improvements and progress, and mutual aid. The definitions will be added to the bottom of the page from now on to keep everyone familiarized.
 - Technology – Mr. Roper reported there was no meeting held.
 - Budget/Preparation - Budget Proposal, FY21
Discussion - Mr. Beatty, Mr. Lichy, Mr. Weiss and Ms. Harrison discussed the budget process, receipt of late submissions, postponement due to vacancies, timeline, deadlines, public notification, entering into Munis, presentations to the multiple committees and BOS. Mr. Weiss reminded everyone that this is just a proposal, a document that starts the process. Mr. Hoff identified with the public comments regarding the proposed reduction in stipends and the negative impact it would have on Boyce. He reiterated what the regulations are on the use of their Bingo proceeds and how their part time payroll would be effected with a reduction.
 - Committee assignments - current listing
 - Technology - Mr. Roper stated this position can wait until the other vacancies are filled.
 - Standards - Mr. Buckley agreed to take the vacant position.
 - Budget - Mr. Beatty agreed to take the vacant position.
 - Enders Representative - The new representative has been appointed by Enders and is on the BOS meeting agenda for next month.

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



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

7. Unfinished Business

- Incentive program review – Mr. Lichy reviewed with the group.
Discussion – Mr. Beatty, Mr. Lichy, Mr. Hoff and Mr. Weiss discussed the program format, algorithm/calculations, exclusion of County career staff, inclusion of Boyce’s part time staff, and the definition of hours. Mr. Weiss conveyed from the BOS perspective, their understanding was by giving a monetary incentive there would be more volunteers present to run calls, utilizing more duty crews and relying less on the career staff. One company did not meet the required criteria of the program. Mr. Lichy will submit the others for payment.
- Strategic Plan Review – Mr. Lichy reviewed with the group and took action notes.

8. Report from the Director of Fire and EMS – Mr. Lichy reviewed with the group and noted a typo. He identified under the Top 3 categories for errors, the second “Signature” should be listed as “Procedure”. No questions or comments.

9. New Business

- Communications/Succession Document-Draft- Mr. Beatty and Ms. Harrison discussed the reason behind this document-the outlining of the integrated parts, a better understanding of the system structure, identifying a clearer “chain of command”, methods to bring topics or concerns before this Commission and/or for lines of communication. Mr. Beatty expressed that this draft doesn’t paint a clear picture to him and should be revisited. Mr. Hoff made a motion to table the communications document until there is a full Commission session. The motion was passed with all in favor. Mr. Beatty asked if notations or comments could be sent via email and discussed that way. Mr. Weiss explained that 3 or more members commenting or responding would classify as a formal meeting therefore it cannot be done.
- Staffing Plan – It was noted by Mr. Weiss for the word “month” to be added in behind the number 3 and 6 to clarify the appropriate designation and stated that the BOS if going to evaluate what criteria will be used and will need flexibility to have real time trials. Mr. Lichy explained this plan is still a draft, has not been fine-tuned yet, but should see some better data in response times and reduction in failures. Mr. Weiss articulated the importance for everyone to understand that this is not written in stone, you have to start with trying something, tweak it, and in the end it may not even look like this. The main goal and/or objective is to get to the people. Further discussion between Mr. Lichy, Mr. Beatty, Ms. Harrison, Mr. Hoff and Mr. Weiss regarding the data gathered and evaluated used to base the location at Enders, the level of service and criticality, geographics, age of the patients, first due, second due, box numbers, mutual aid, etc. Mr. Weiss voiced that you can debate the methodology, you can argue it all you want, but that is what the data showed. Ms. Harrison also voiced that everyone needs to be patient during the process.
- Use Agreement – Information only-Mr. Lichy reminded these are all drafts, recommended the Commission members to look over during the next month and discuss at the next meeting.
- Fiscal Policy – Information only - Mr. Lichy reminded these are all drafts, recommended the Commission members to look over during the next month and discuss at the next meeting.
- CIP Plan – Information only Mr. Lichy reminded these are all drafts, recommended the Commission member to look over during the next month and discuss at the next meeting.

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



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

Mr. Roper asked if there was a specific timeline for these documents. Mr. Lichty would prefer them to be done before next budget year and stated that it's always better to look forward to the nearing future big expenditures. Trying to offset some of the costs but the time is coming for them to be done.

10. Summary of required action

- Setup budget sub-committee meeting with Ms. Harrison and Mr. Beatty. They all agreed on January 14th, 2020 at 9:30am.
- Process the payments for the incentive.
- Mr. Roper suggested a timeline/deadline for presenting the Medicare data collection information, the capital plan and fiscal policies. Mr. Lichty will put together a projects spreadsheet.

:

11. Mr. Weiss thanked Mr. Hoff for his efforts and time as the previous Chairman. Mr. Roper made a motion to adjourn. The motion was passed with all in favor at 8:20pm.

All meeting documents will be distributed at meeting. Next meeting is on February 13th, 2020 at 6:30pm in the Clarke County Government Center – Meeting Room AB

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.



County of Clarke, Virginia

Fire – EMS Commission



Budget Committee Recommendations for FY 2021

Requests	Brief Description	Committee Recommendation	Commission Recommendation
John H Enders VFD Requests –			
Service contract \$8,500	This contract covers all Lifepacks, Lucas Devices and stretchers	No – under physio contract for county	
Furniture Replacement \$17,900	Replace 5 recliners, 8 beds and a washer & dryer.	Yes – washer and dryer, decrease to \$2000	
Stipend Increase \$36,000	Current stipend is \$90,000, increase to \$126,000 to cover EMS supplies and insurance deductibles	Yes/No – increase in system budget to pay for additional supplies – discussion with county on deductibles.	
Lifepack Upgrades \$10,800	To upgrade current Lifepacks with modems and Cloud service	No – under cloud integration	
Radio Replacement \$432,000	To replace all current mobile & portable radios also to add repeaters in each apparatus	No – under grant and county wide purchase	
Blue Ridge VFD Requests -			
Stipend Increase \$5,000	Current stipend is \$65,000,	Yes/No	

Office: 540-955-5113

101 Chalmers Ct., Suite B
Berryville, VA 22611

Fax: 540-955-5180

	increase to \$70,000 to cover increased fuel and maintenance costs		
Firecom headsets \$11,769.40	For Firecom wireless headsets for Rescue Engine & Wagon	Yes/No – but can we see about a piggy back contract with a larger station who has purchased these so we could get a better price.	
Personnel request \$ Not Available	This request is part of the January 2018 staffing request Total Request - \$16,770 (addition to current stipend)	No/Yes - included in grant hiring of additional staff.	
Boyce VFD Requests –			
Stipend Increase \$10,000	Current stipend is \$65,000, increase to \$75,000 to cover increased cost associated with part-time employees	No/Yes , need to wait on new staffing plan implementation	
Computer replacement \$8,000	Replace current CAD/Reporting computer in the station. This is an	No , informed there are more computers available with the county already. If not, then Yes	

	average cost of computer		
Director Requests -			
High risk retirement \$70,000	Addition of high-risk retirement for firefighters	Yes	
Promote two to supervisors \$8,660 additional	Converting two positions to Lieutenant grade 22	Yes/No	
ALS Class \$8,500	Sending 1 FTE to upgrade certification from EMT-B to EMT-P	Yes-Reserve for possible next year.	
AFG Radio Replacement Grant \$29,750	Total grant total is \$595,000, matching funds will be \$29,750 (5%-match), if this grant is not awarded request to keep funding for some radio replacement. The grant will replace 53 portable and 22 mobile radios in the system. One department was successful in obtaining this grant in FY20, therefore they are not	Yes – if grant is not received, recommend county fund ½ the funding this year for radios and the remaining next year if an additional grant is not received. These are becoming a safety issue due to the radios life expiring and company not supporting them any longer. The technology is also old which makes connections difficult	

	included in this grant.		
Handtevy Grant \$4,000	The grant total is \$8,000, matching funds will be \$4,000 (50%-match), and this is for pediatric care and medication system	No , it is felt that a meeting between departments to coordinate these bags with supplies and labeling could be done at minimum out of pocket costs.	
Fuel Program – Estimated Total - \$15,000 – \$20,000	Program to pay for fuel for EMS Vehicles.	Not yet. Program needs to be vetted and approved prior to putting into budget. We can not start a program unknown and then run out of funds. Plan to gather the information from departments, develop processes and procedures, and evaluate program for budget next year. Do recommend \$15,000 to go to department to offset additional fuel and maintenance costs this coming FY until program is in place.	
EMS Supplies Expansion \$5000 additional	Cover expenses not covered	No- concern that this amount may not be enough. Is	

	through the billing program such as oxygen, gloves, sugar testing.	there data that got us to this figure. Enders already is asking for an increase in stipend due to \$33,000 in unreimbursed supplies.	
Physio Maintenance Contract \$15,000-\$20,000	Cover all stations	Yes – Will enable us to have all equipment at all locations covered. Current contracts would be merged into this one.	
Training/Recruitment/Retention Increase – \$2500	Increase classes in county and offer new classes.	Yes – would like to see a training program put together for the next fiscal year so we have classes planned. We did not service that high of a number for the past year.	
Physico Cloud Integration – Estimated Total - \$31,000	Director is recommending using 4 for Life funds to fund this.	Yes BUT NO to using 4 for Life Funds this year. Departments are not all on the same FY so some have already planned this in their budget. We need to decide on this route going forward so departments can be prepared, and funds would only be utilized for all departments.	

		Blue Ridge already has Cloud Integration	
Physical Program – Estimated Total - \$5,000 (additional)	Will allow for the additional physicals to be done.	Yes – important not only for the health and welfare of staff but will also help with grants and potentially insurance.	
Four-For-Life & Fire Program Change – Estimated Total – NA – Director recommends keeping money with the county		No , not this year. We need to evaluate this as a commission this spring so stations know ahead of their budget time.	
Stipend Reduction – Estimated Total – -\$15,000 (-\$5,000 per department) Director recommendation to help offset costs for items this budget year only.		No , Departments are already asking for increases to their stipends to offset increased fuel and maintenance costs.	
Remove Warren County Stipend of \$25,000	NA	Yes - Remove funding and use for other items in this request	

STANDARDS SUBCOMMITTEE RESPONSE EVALUATION

Month: Jan-20

Total responses in question for month-	30		
11 Minute-No response(True Fail)-	21	Percent of total in question-	70.0%
Delayed Response-	0	Percent of total ALL CALLS-	7.6%
Overburden-	6		
Removed-	3		

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)-	276
Total responses in question for month-	30
Percentage of Responses for Month-	10.9%

Blue Ridge Vol. Rescue	
Total Responses-	34
11 Minute-No Response-	6
Percentage of total responses-	17.6%
Overburden-	2

Blue Ridge Vol. Fire	
Total Responses-	5
11 Minute-No Response-	0
Percentage of total responses-	0.0%
Overburden-	1

Boyce Vol. Rescue	
Total Responses-	59
11 Minute-No Response-	8
Percentage of total responses-	13.6%
Overburden-	1

Boyce Vol. Fire	
Total Responses-	12
11 Minute-No Response-	0
Percentage of total responses-	0.0%
Overburden-	1

Enders Vol. Rescue	
Total Responses-	131
11 Minute-No Response-	6
Percentage of total responses-	4.6%
Overburden-	0

Enders Vol. Fire	
Total Responses-	35
11 Minute-No Response-	1
Percentage of total responses-	2.9%
Overburden-	1

OB	Overburdened	6
TU	True Failure	21
DR	Delayed Resp.	0
RE	Removed	3
TOTAL		30

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

True Failures (TU) – When a requested company did not respond with a unit before the 11-min failure mark or any time after.

Overburdens (OB)– When a company was tasked to respond with multiple units from a single company, but was unable respond with all requested units prior to the 11-min failure mark.

Delayed Response (DR)– When a company did respond but it was past the 11-minute failure mark but before the 20 minute mark

Removed (RE) – The information provided did not any of the above criteria and the sub-committee removed the incident from the failure list.

MUTUAL AID RESPONSES

	JAN 20	FEB 20	MAR 20	APR 20	MAY 20	JUN 20	JUL 20	AUG 20	SEPT 20	OCT 20	NOV 20	DEC 20	TOTAL
Mt. Weather-EMS	15												15
FIRE	0												0
MA-Given/Request	0												0
Warren Co.-EMS	10												10
FIRE	6												6
MA-Given/Request	0												0
Frederick Co.-EMS	16												16
FIRE	1												1
MA-Given/Request	1												1
Fauquier Co.-EMS	7												7
FIRE	2												2
MA-Given/Request	0												0
Loudoun Co.-EMS	0												0
FIRE	0												0
MA-Given/Request	2												2
TOTAL(MA REC)-	57	0	0	0	0	0	0	0	0	0	0	0	57
TOTAL CALLS MO.-	276	0	0	0	0	0	0	0	0	0	0	0	276
% OF TOTAL CALLS-	20.7%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	20.7%

DISPATCH RESPONSE INFORMATION 2020 JANUARY

	Dispatch to Enroute	Dispatch to On Scene	Dispatch to Hospital
Blue Ridge - Rescue	6.16	10.26	54.37
Blue Ridge - Fire	6.35	17.05	NA
Boyce-Rescue	3.30	11.03	54.56
Boyce - Fire	4.01	12.57	NA
Enders - Rescue	3.05	7.17	48.11
Enders - Fire	4.49	10.26	NA
Average (all)-	4.56	11.39	NA
Average (Rescue)-	4.17	9.49	52.35
Average (Fire) -	4.95	13.29	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
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
Jun	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
Jul	Dispatch to Enroute	6.43	5.44	3.44	3.48	2.45	5.34
	Dispatch to On Scene	13.29	15.38	11.39	9.43	6.47	12.32
Aug	Dispatch to Enroute	5.19	6.38	3.38	4.43	2.37	5.05
	Dispatch to On Scene	11.29	15.04	10.42	14.51	7.55	11.08
SEPT	Dispatch to Enroute	5.42	5.05	4	4.58	3.01	4.48
	Dispatch to On Scene	13.43	13.42	9.34	15.35	7.59	10.55
OCT	Dispatch to Enroute	5.19	7.25	3.56	2.51	2.44	4.47
	Dispatch to On Scene	11.29	16.58	9.33	12.02	8.2	12.02
NOV	Dispatch to Enroute	6.48	6.09	4.13	4.15	4.01	5.07
	Dispatch to On Scene	13.33	16.26	11.09	13.59	8.12	11.01
DEC	Dispatch to Enroute	6.07	5.17	4.08	4.18	6.17	5.29
	Dispatch to On Scene	14.19	15.59	10.53	10.07	7.51	12.24
JAN	Dispatch to Enroute	6.16	6.35	3.3	4.01	3.05	4.49
	Dispatch to On Scene	10.29	17.05	11.03	12.57	7.17	10.26
	Average Enroute	5.85	5.69	4.16	4.50	3.32	5.14
	Average On Scene	12.78	15.73	11.00	12.50	7.55	11.83

EMS 8 MIN-	EMS 10 MIN-	EMS 15 MIN-	FIRE 10 MIN-	FIRE 15 MIN-	FIRE 20 MIN-
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%
NA	67.94%	87.02%	NA	27.27%	50.00%
NA	62.59%	77.55%	NA	37.50%	58.33%
NA	62.39%	78.90%	NA	25.00%	50.00%
NA	60.00%	78.71%	NA	47.37%	47.37%
NA	60.61%	73.48%	NA	40.00%	63.64%
NA	60.67%	79.33%	NA	50.00%	66.70%
NA	65.77%	83.44%	NA	53.84%	76.92%
NA	65.87%	82.95%	NA	45.40%	58.97%
NA	NA	NA	NA	NA	NA

Average all Enroute- 4.77
Average all On Scene- 11.90
Avg. Enroute Rescue- 4.44
Avg. Enroute Fire- 5.11
Avg. On Scene Rescue- 10.44
Avg. On Scene Fire- 13.35



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

<i>EMS - Month</i>	<i>Total Count</i>	<i>Total Fail Count</i>	<i>Total Pct.</i>
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%
July 2019	204	12	5.8%
August 2019	236	20	8.5%
September 2019	170	18	10.6%
October 2019	222	23	10.4%
November 2019	226	19	8.4%
December 2019	237	26	11.0%
January 2020	224	20	8.9%

<i>Fire - Month</i>	<i>Total Count</i>	<i>Total Fail Count</i>	<i>Total Pct.</i>
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%
July 2019	52	3	5.7%
August 2019	77	5	6.5%
September 2019	47	4	8.5%
October 2019	78	6	7.7%
November 2019	65	1	1.5%
December 2019	66	5	7.6%
January 2020	82	1	1.2%

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



Division of Fire and Rescue Services

Yearly Response Report

January 1st 2020 – December 31st 2020

<i>Station</i>	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Total</i>
Enders-Fire	37												
Enders-EMS	140												
Boyce-Fire	18												
Boyce-EMS	53												
Blue Ridge-Fire	16												
Blue Ridge-EMS	41												

<i>Calls Inside Berryville</i>	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Total</i>
Enders	69												
Boyce	7												
Blue Ridge	1												



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

Committees Listing

As of January 2020

Committee Name	Function	Members
Technology	For items related to any technology recommendations such as Radios, MDTs, Computers, etc.	1-Vacant 2-Sheriff 3-Director
Standards	Reviews “failures” in responses and provides recommendations based on results.	1-Mr. Hoff 2-Mr. Buckley 3-Director
Budget	Makes recommendations on budget matters such as fiscal year budget presentations.	1-Mrs. Harrison 2-Mr. Beatty 3-Director

FY 2020 INCENTIVE PROGRAM EVALUATION SHEET

	QUARTER 1				QUARTER 2				QUARTER 3				QUARTER 4			
	JUL	AUG	SEPT	Qtr Avg	OCT	NOV	DEC	Qtr Avg	JAN 19	FEB	MAR	Qtr Avg	APR	MAY	JUN	Qtr Avg
ENDERS	95	124.75	55.95	91.9	84	161	133.25	126.08	251.75							
BOYCE w/pt	281.75	203.5	258.5	247.92	274.5	215.95	240.5	243.65	190.5							
BLUE RIDGE	198.5	215	31.7	148.4	29.29	126.5	79	78.263	126.25							
Total All	575.25	543.25	346.15		387.79	503.45	452.75		568.5	0	0		0	0	0	
# FT Crew (208hrs)	2.77	2.61	1.66		1.86	2.42	2.18									

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

	Qrt 1	Qrt 2	Qrt 3	Qrt 4
ENDERS	NO	YES		
BOYCE	YES	YES		
BLUE RIDGE	YES	NO		

*-With avg. & w/pt

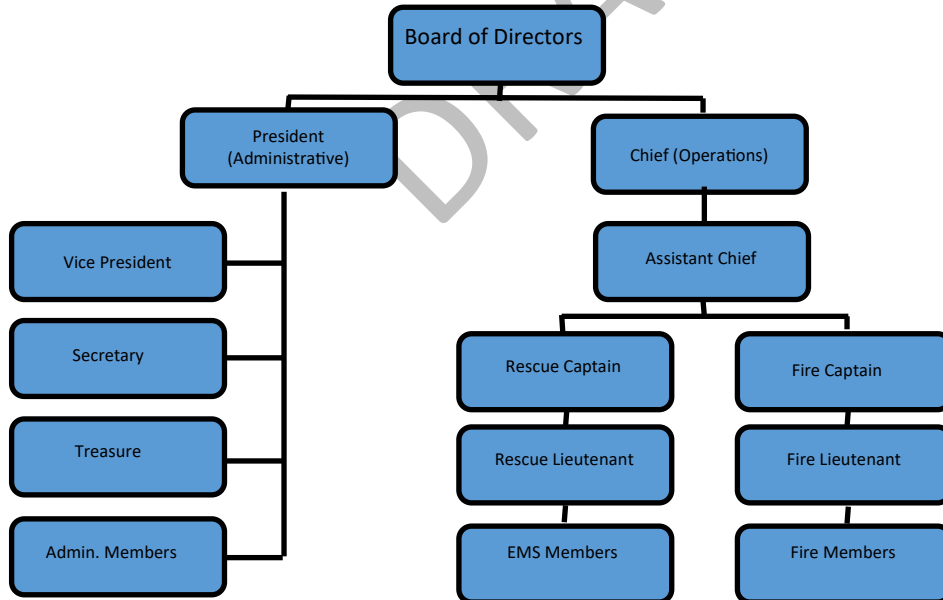
COMMUNICATIONS AND FIRE DEPARTMENT STRUCTURE

Although there are many different organizational structures in the fire service most volunteer departments are made up of two distinct yet tightly integrated parts—an administrative section and an operations section. The administrative section is led by a president, vice-president, secretary, treasurer and a board of directors. Often the president serves as the CEO—Chief Executive Officer of the fire department.

The operations section is led by the fire chief. He or she serves as the COO—Chief Operating Officer of the fire department. He/she oversees what is called the “chain of command.” This chain of command is very important in that it provides clear direction, lines of communication and accountability for everyone involved in the chain.

In the Clarke County Fire—Rescue system you have 3 different departments. Each of these departments have a Chief and a President. What may vary is the responsibilities of each in their organization. Make sure you know the structure of your department. This will help you in determining who you need to go to when faced with a problem or question.

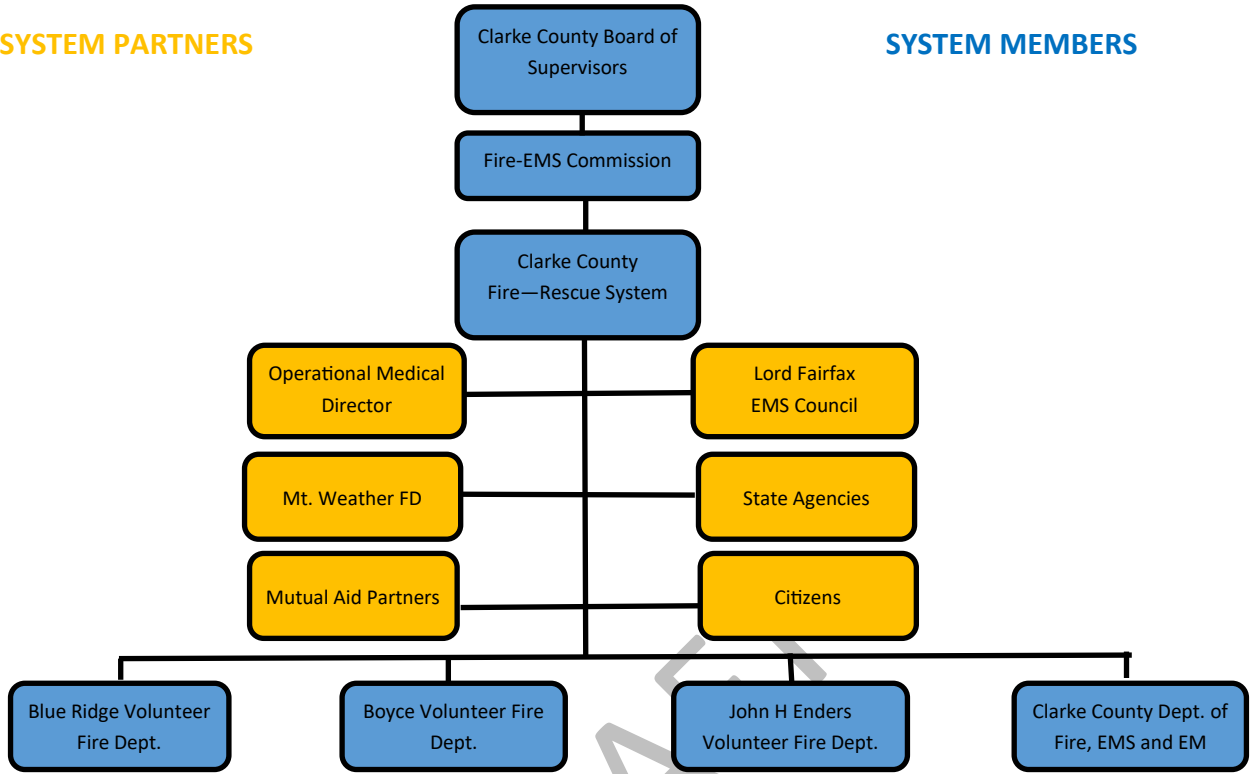
One example of how your department may be structured;



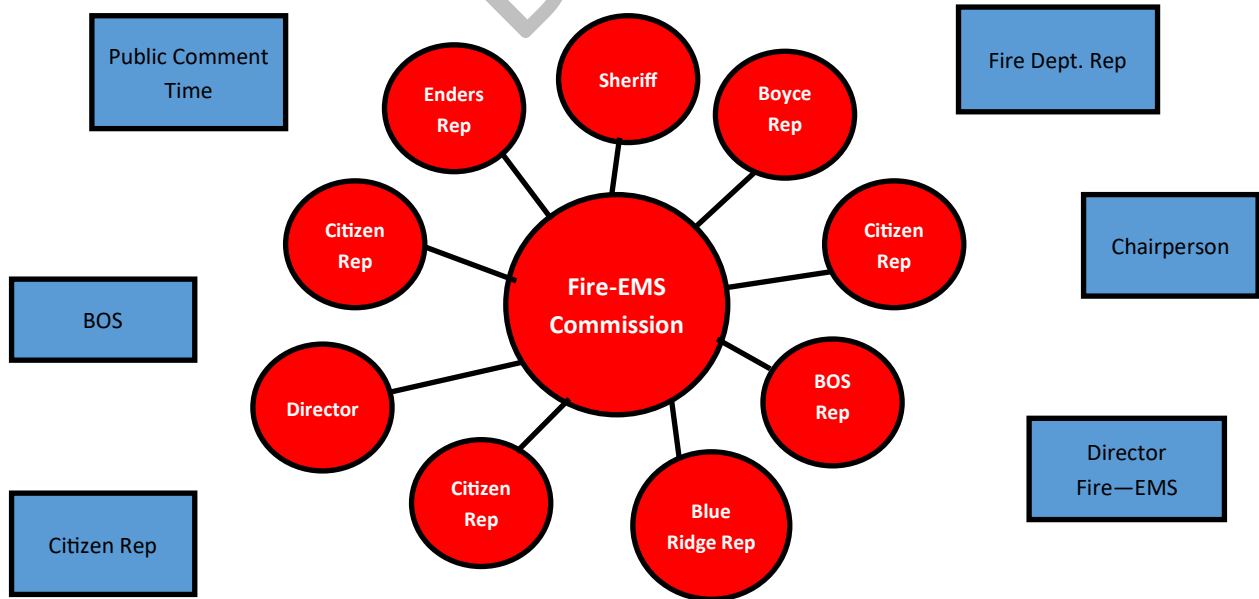
FIRE—RESCUE SYSTEM STRUCTURE

SYSTEM PARTNERS

SYSTEM MEMBERS



How to Communicate with the Fire—EMS Commission



Methods to bring topics/concerns before the Commission

Commission Members



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



MEMORANDUM

To: Department Chiefs

From: Brian Lichty, Director Fire, EMS and Emergency Management

Cc:

Date: February 11th, 2020 (updated)

RE: Staffing Plan Updated February 2020

As you are aware in the coming months we will be adding an additional 5 personnel to our full-time roster. These additional positions are to assist us in reducing response times and “failures” within our system. After reviewing many months of information the following staffing changes will be made after all personnel have completed their minimum training requirements.

- 3 Shifts of 4 personnel – This will allow us to provide 2 EMS units (2 personnel per unit) for 24 hours a day 5 days a week. On Sundays and Wednesdays there will be 1 EMS unit (2 personnel).
- All personnel will be stationed at Enders Company 1 unless otherwise assigned.
- If the other volunteer departments identify days where they have no personnel available, alterations to the schedule may happen. This request must be made in writing (this may include email).
- Personnel will “cross-staff” fire apparatus staffing. On days when there are 4 personnel 3 will be crossed staffed to the Tanker and an EMS transport unit for all structure fire, fire alarm, or similar call types. For motor vehicle collisions (MVC), crew will respond with ALS unit and Tanker (blocking unit).
- Staffing will be altered when volunteer personnel are in the station and able to respond
- Every effort will be made to make sure the following minimum staffing levels are on each type of unit prior to response. However, the unit response goal should be 90 seconds.
 - BLS EMS units – 1-Basic level provider, 1-Driver
 - ALS EMS units – 1-Advanced life support provider, 1-Basic level provider/driver
 - Pumpers – 2 – Firefighters, 1-Driver/Operator
 - Tankers – 1 – Driver/Operator
- Fire incidents when only 2 personnel are in the station, personnel will respond in the Tanker to all Fire Incidents excluding brush fires regardless of hydrant/non-hydrant areas.
- A staffed in-county unit (in county units do include Warren Co. 6 & Mt. Weather Co. 21) will be added to all EMS call types.

Office: 540-955-5113

101 Chalmers Ct., Suite B
Berryville, VA 22611

Fax: 540-955-5180

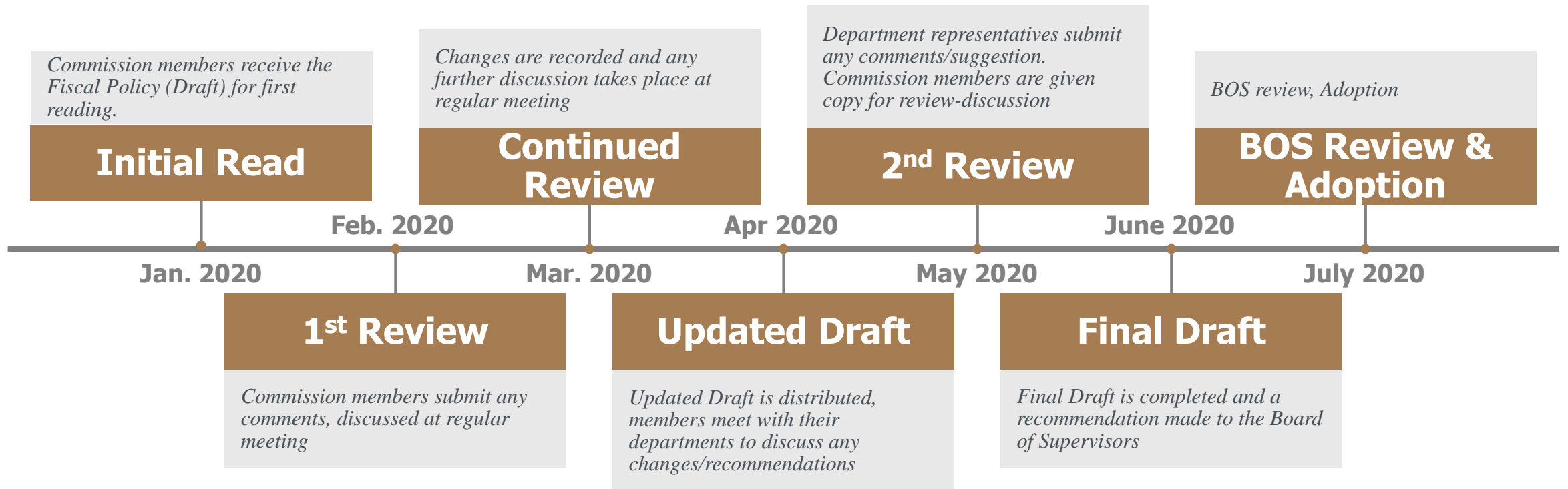
- In times when an ambulance is OOS for periods longer than 4 hours (scheduled/known) and another unit cannot be used, crews will be moved based on which stations have staffing or personnel available and station accommodations (sleeping facilities).

These staffing changes will be evaluated at three month, six months and one year time periods. Evaluations will include the following:

- Dispatch to en-route times
- Dispatch to on-scene times
- Reduction of “failures” and “Overburdens”
- Reduction of mutual aid resources (excluding Warren Co. 6)
- Assembly of personnel for incident types per NFPA 1710/1720 and local response time goals
 - EMS incident (excluding MVC) – 2 personnel with 10 min. & 15 min.
 - Fire incidents – 4 personnel on scene within 9 minutes 80% time
 - En-route times – 90 sec for fires, 60 sec for EMS
- Additional costs to Enders as a result of staffing increase
 - A fuel log will be kept to assist in the amount of fuel being used for each apparatus.
 - The daily log will be used to record any items replaced during this time on the day they were replaced (i.e. furniture, appliances, light bulbs, etc)
 - A meeting will be set up between Enders and the Director at each evaluation time to review any costs that may have risen as result of new staffing.

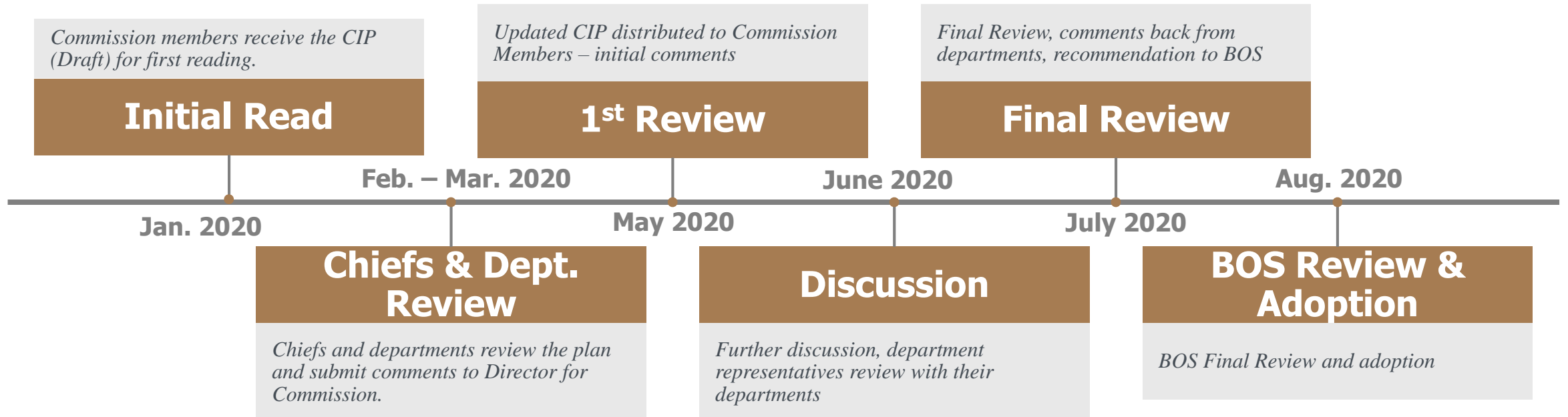
Fiscal Policy

Timeline



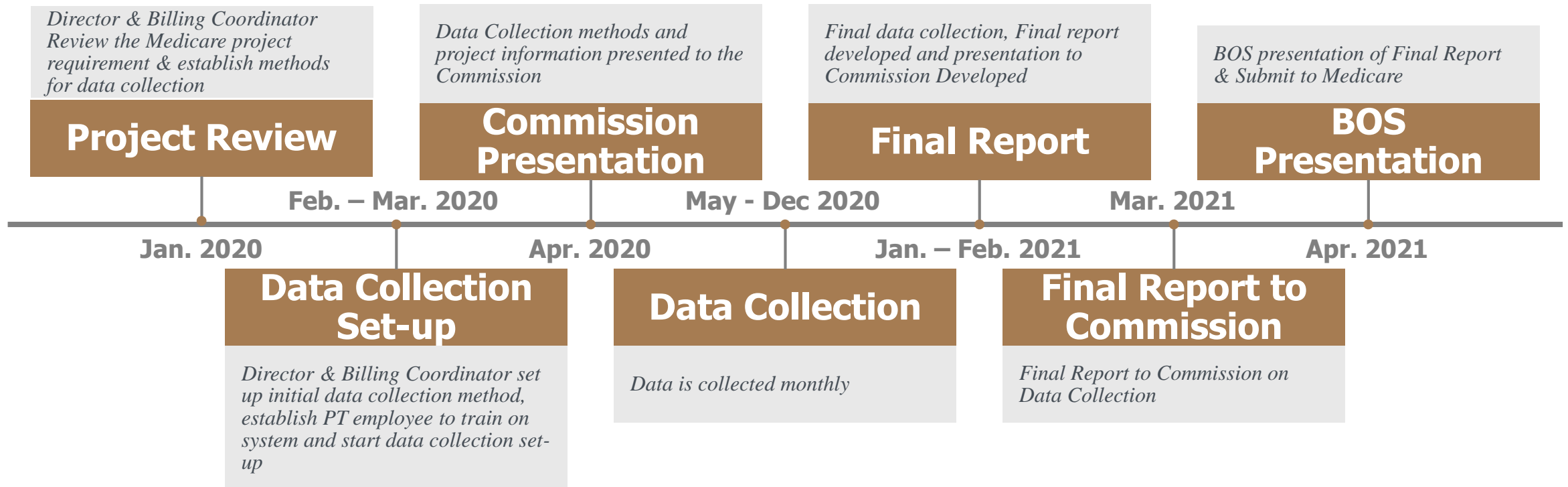
CIP

Timeline



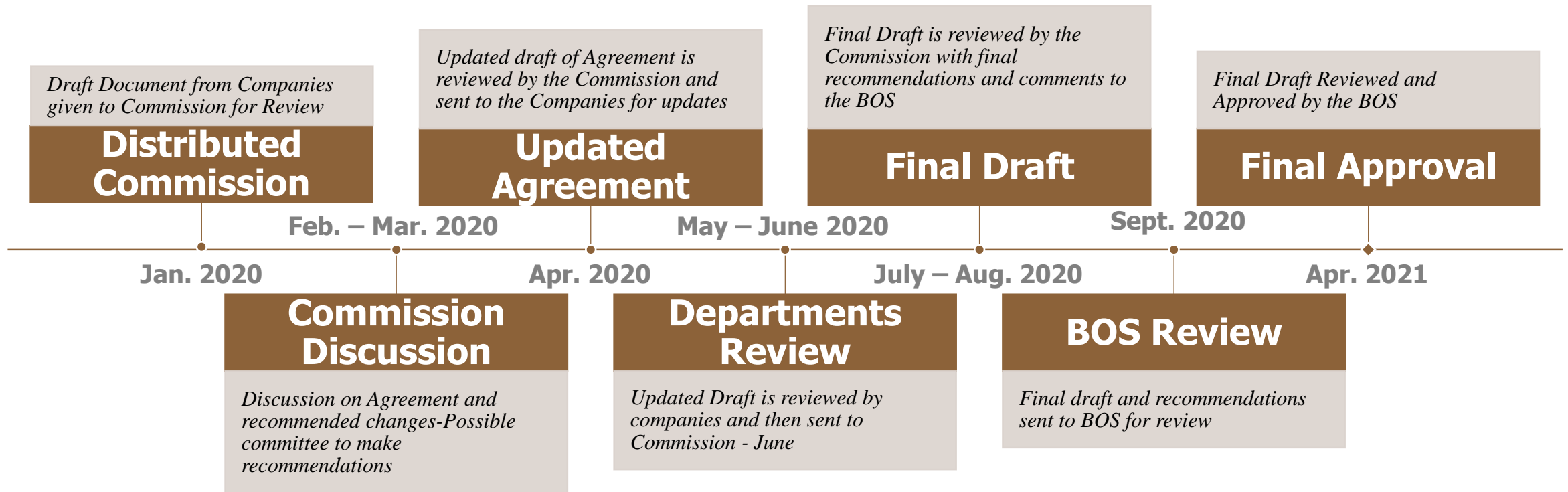
Medicare Review

Timeline



Fire-Rescue Agreement

Timeline





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

DIRECTORS REPORT

Month-February 2020 (updated 2/10/2020)

Standard Reports

-Response Report –276 Calls for service from 205 incidents for Month of January, average of 7.6% “Failure”.

-Billing Report – This months collections were \$42,579.03 (\$2,080.38 in patient balances and TNT’s).

Updates-

- Top 3 categories for Errors – This replaces the top 3 reason non-billable which remains the same.
 - Hospital Info.
 - Other
 - Narrative
- Recent SOGs adopted:
 - None
- Upcoming SOGs
 - Driver Release
 - ALS Release

-Emergency Management

- Some updates for the LEMPG grant had to be done due to change in County Administrator, this is now complete. Quarter 1 report has been filed.
- I am working on developing a 3 year Emergency Management training calendar. This calendar will focus on specific tasks by Emergency Services Functions (ESFs)
- I will be attending a Training, Exercise, and Planning Workshop at University of Mary Washington on 2/6. This works on EM items for the next year.

-Budget

- Blue Ridge has received a AFG (Assistance to Firefighters) grant for radio replacement for a total of \$123,154.28 **Update – They have purchased these radios and they have now begun programming**
- John H Enders was awarded an RSAF grant in the amount of \$21,662.90 (50/50 grant) for a Power Load system and a Power cot
- I am currently working on a Fiscal Policy and Capital Improvement Plan for Fire – Rescue. **Update – This is in the current commission packet and will be discussed in the coming months**
- I am working with the City of Manassas to purchase some SCBA masks, cylinders and packs. They are upgrading all their units and we are able to get these items at a significant discount. **Update – This is anticipated to save us as much as \$15,000, No additional information at this time.**

-Strategic Goals

1) Strategic Vision and Effective Leadership

- The County is working on updating the website. **Update – This new website is live and we are excited to add some additional features in the near future, such as training announcements, upcoming events and more**
- The Chiefs are reviewing some programs that will track certifications management to meet the objectives identified in the Strategic Plan. **Update – Have reviewed all 3 programs will start to make a final decision in the coming months.**

2) Fire and EMS Operations

- As part of the SAFER positions a draft plan has been worked up. The following is a schedule for going over this plan- **Update – The 5 new employees have begun their precepting and driver release requirements and an approximate date for staffing changes is March 22nd.**
- Mobile Data Terminal (MDT) – We now have one MDTs in each of the 3 stations. We will be expanding this program once the LEMPG program is ready for this year. **Update – We have ordered one new MDT (it will go at Enders), and will be deploying 5 more MDTs in the coming weeks. Goal (at this phase) is to have one on each ambulance, and first out Engines.**

3) Recruitment and Retention

- I am starting to get the quarterly reports for the first quarter of FY20, please help in reminding your companies to submit this report. **Update – Also need to start submitting 2nd quarter reports.**

- The BOS finance committee has recommended to the full Board to accept the recommendation from the commission on the condition that the volunteer signs an agreement with the county agreeing to complete requirements of Enders contract. This will be complete after final Board approval and receiving of contract. **Update – Copy of contract received and letter sent to recipient to verify information, money should be sent soon.**
- We have hired 3 more part-time employees that will be starting the middle of November, we are in the process of removing 6 part-time employees for lack of hours. **Update – Two have completed precepting and ambulance driver release. The third will finish working on his stuff after the precepting and driver release is complete for the FT employees. Additionally we have 1 more additional PT employee who will start during this time as well.**

4) Resource Management

- We have submitted our request for 2020 Emergency Response Guidebooks (ERG's) to the state. **Update – I have not heard back on this yet.**
- We have received notification from Medicare on a review of information program. If we choose to opt out and not do this we will receive a 10% reduction in funding for a year. We are scheduling some meeting to plan for this and will have more information at a later date. **Update – See attached timeline for further information**

5) Health and Safety

- Insurance Claims for the month –
 - Umbrella Liability –
 - Drop patient – With Insurance company
 - Auto –
 - Bed Bug – Processed and payment received
 - POV – Check sent, also includes a claim on a telephone pole damaged in incident
 - Hospital backing – Reported, no request for claim
 - Property –
 - None
- It is important to note that regardless of injury, accident, property damage, etc. that the department's contact the Director so that we may conduct an investigation and complete required paperwork (supervisor's investigation report). This report helps us in determining what if any actions are needed, like improving a work area.
- I and our Infection Control Officer (Mark Barenklau) attended a webinar on the Crona-Virus. Obtained some additional information on the current cases (at that time) and actions that everyone should take. Most important

is to identify anyone who has been to China since breakout and to continue to use universal precautions such as hand washing, masks, gloves, etc.

- We will be sending our next FT employee to their physical in the coming weeks, we will continue until funds expire or no more employees.

6) Employee Development

- Training advisories are going out as received and date of classes are included in the monthly Newsletter.

7) Community Outreach

- I met the Rotary Club this month and giving a brief talk about the status of Fire-EMS in the county and answered several questions, most centered around the additional impacts on a new senior facility in the community.
- Myself and Mr. Oak from Enders attending a meeting with Rappahannock County in regards to the starting a career element in their system.

Other remarks

Congress women Wexton will be visiting Clarke County on February 21st, scheduled time is from 1:40 to 2:10. She has requested a tour of the Blue Ridge VFD as part of their award of the AFG and to answer questions she might have about the SAFER grant. Chief White has arranged for a member to be at the station to tour the station, I will also be in attendance.