



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

AGENDA

March 12th, 2020 6:30pm

Clarke County Government Center – Meeting Room AB

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes – February 13th & 20th, 2020 (p. 3-28)
4. Committee Reports – Information Only
 - Standards – See Attached report (p. 29-32)
 - Technology – No report prior to meeting (other info p. 33)
 - Budget/Preparation – Update only
5. Unfinished Business
 - Incentive program review – Information only (p. 34)
 - Strategic Plan Review – (p. 35-36)
 - Communications/Succession Document-Draft (p. 37-38)
 - Staffing Plan-Information only (p. 39-40)
 - OT Report-Information only (p. 41)
 - Use Agreement – Information, Discussion (updated Agreement in packet, timeline in February packet, p. 42-50)
 - Fiscal Policy – Information, Discussion (Policy & timeline in Jan. packet)
 - CIP Plan – Chiefs/Department Review due back April 1, 2020 (CIP & timeline in Jan. packet)
6. Report from the Director of Fire and EMS – Information Only (p. 51-54)
7. New Business
8. Summary of required action
9. Adjourn



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All meeting documents will be distributed at meeting. Next meeting is on April 9th, 2020 at 6:30pm in the Clarke County Government Center – Meeting Room AB

DRAFT



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MINUTES

February 13th, 2020 6:30pm

Clarke County Government Center – Meeting Room AB

Attendees: Diane Harrison, Chairman
Tony Roper
David Beatty
Matt Hoff
Randy Buckley-arrived at 6:32pm
Keith Veler
Doug Lawrence-sat in as the BOS representative at 6:53pm

Absent: David Weiss

Vacant: Citizen Representative

Staff: Pam Hess
Brian Lichty
Melanie Radford

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

1. Ms. Harrison requested, in the interest of time and importance, to change the agenda by moving the Budget/Preparation-Recommendations to item #4, the Staffing Plan-Update to item #5 and to remove the remainder of the Unfinished Business until the next regular meeting. Mr. Roper made a motion to approve the agenda as amended. The motion was passed with all in favor.
2. Public Comment-Mr. Jason Burns remarked that he brought up last time how the stations were surprised by budget presentation, how they weren't given much chance to see what was going to be put in ahead of time, so it got reworked again in between the two commission meetings and here we are again and the stations again haven't seen what was reworked or the budget proposal. Just a couple of things because he doesn't know where that sits, the county in a grant wrote to the federal government talking about the funding, that all local state funding is passed on to the volunteer departments to assist in their operational expenses, any change in this practice could have significant hardship effects on the departments. So he hopes the commission holds to that same thought tonight. The other comment in there was the funds received from the state are passed on to our local volunteer stations. Any changes in this funding with have a direct impact on their ability for each department to keep up with the rising department costs such as with apparatus, small tools and equipment, personal protective equipment and SCBA's just to name a few. Reallocation of funds was evaluated by our governing body, however, any decreases in stipends to volunteer departments will have a dramatic effect on their ability to maintain current operational needs.

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Again, a very important statement. There's also been statements made that the volunteer system of Clarke County doesn't meet the 1720 standard. In 2019, out of the 5 building fires reported in Clarke County, 1 of those did meet the 1720 standard and was over the amount, which made it 20% of the time we did meet the 1720 standard. 2018 it was also met 1 out of 13 times, he believes, he doesn't have it written down here, but it met it at 8%. So when we make statements such as staffing standards and departments getting out, before this stuff is published, we really need to make sure it's accurate. We had this problem when Blue Ridge requested the staffing in the first place due to inaccuracies and data, and again he hopes you listen to what the county is already sent to the federal government saying that, please don't touch our stipends and the state money needs to funnel through to keep the stations operational. Thank you.

Mr. Sam Miller commented that being right in the thick of budget season, if you had the chance to visit his work office in Winchester, you would look around and see pictures of family, his kids, his wife, picture of employee of the year over there and a framed picture over here that says Priorities of Life. The priorities of life, there are 5 of them; love god, family, friends, keep your body in good health, and be the best you can be in all that you do. When he puts on his fire gear to respond to a call, he has to respond to the call as best as he can at so many different levels. So what he wants to talk about tonight to everyone, is when you go through this budget process and think about the 14,000 plus citizens of this county, push yourself back away from the table and ask yourself, is this the best that I can be and in all that I do because the 5 priorities in life are to love god, family, friends, keep your body in good health, and be the best you can be in all that you do. Thank you.

3. Mr. Hoff made a motion to approve the January 9th, 2020 minutes. The motion was passed with all in favor. Mr. Veler abstained as he was not present at the last meeting.

Ms. Harrison introduced and welcomed Mr. Veler, the newly appointed Enders representative, to the Commission.

4. **Committee Reports**

- Budget/Preparation - Budget Recommendations - Ms. Harrison stated the she wanted to preface this part a little bit, as people have said, the budget process has not been the same as it has been before. She met with Mr. Beatty and Mr. Lichty several times and have reviewed everything. They did research themselves, asked questions and were unable to come to a consensus on some of the items listed. Understanding that they cannot give everyone everything they are asking for, they will do the best they can. Ms. Harrison proceeded to review the full list of items with the commission one line at a time and conveyed reasons why she and Mr. Beatty chose to recommend or decline.

Discussion – After extended conversation and deliberation, it was decided that voting would not occur at this time to permit everyone additional time to review the proposed adjustments. A

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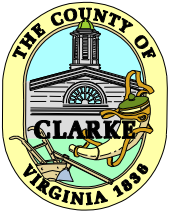


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special meeting was agreed upon and will be held on Thursday, February 20th, 2020 at 2:00pm in the Clarke County Government Center-Meeting Room AB. The following is the updated version of the Budget Committee Recommendations for FY 2021 as conversed at this meeting:

DRAFT

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County of Clarke, Virginia
Fire – EMS Commission



**Recommendations for FY 2021 – After Feb.
 Commission Meeting**

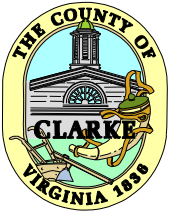
Requests	Brief Description	Current Recommendation	Cost
John H Enders VFD Requests –			
Service contract \$8,500	This contract covers all Lifepacks, Lucas Devices and stretchers	No – under physio contract for county	\$0
Furniture Replacement \$17,900	Replace 5 recliners, 8 beds and a washer & dryer.	Yes – washer and dryer, decrease to \$2000	\$2,000
Stipend Increase \$36,000	Current stipend is \$90,000, increase to \$126,000 to cover EMS supplies and insurance deductibles	No – increase in system budget to pay for additional supplies – discussion with county on deductibles.	\$0
Lifepack Upgrades \$10,800	To upgrade current Lifepacks with modems and Cloud service	No – under cloud integration	\$0
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	\$0

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Blue Ridge VFD Requests -	Brief Description	Current Recommendation	Cost
Stipend Increase \$5,000	Current stipend is \$65,000, increase to \$70,000 to cover increased fuel and maintenance costs	No	\$0
Firecom headsets \$11,769.40	For Firecom wireless headsets for Rescue Engine & Wagon	Yes (moved to AFG) – but can we see about a piggy back contract with a larger station who has purchased these so we could get a better price.	\$0
Personnel request \$ Not Available	This request is part of the January 2018 staffing request Total Request - \$16,770 (addition to current stipend)	No- included in grant hiring of additional staff.	\$0
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, need to wait on new staffing plan implementation	\$0

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Computer replacement \$8,000	Replace current CAD/Reporting computer in the station. This is an average cost of computer	No, informed there are more computers available with the county already. If not, then Yes	\$0
Director Requests -			
High risk retirement \$70,000	Addition of high-risk retirement for firefighters	Yes	\$70,000
Promote two to supervisors \$8,660 additional	Converting two positions to Lieutenant grade 22	Yes	\$8,660
ALS Class \$8,500	Sending 1 FTE to upgrade certification from EMT-B to EMT-P	Yes-Reserve for possible next year.	\$8,500
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	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	\$30,911 (addition of headsets)

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	was successful in obtaining this grant in FY20, therefore they are not included in this grant.	connections difficult	
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	Yes, 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.	\$4,000
Fuel Program – Estimated Total - \$15,000 – \$20,000	Program to pay for fuel for EMS Vehicles.	Yes- 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	\$40,000 (\$20,000-Enders) (\$10,000-Boyce) (\$10,000-Blue Ridge)

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		this coming FY until program is in place.	
EMS Supplies Expansion \$5000 additional	Cover expenses not covered through the billing program such as oxygen, gloves, sugar testing.	Yes-concern that this amount may not be enough. Is there data that got us to this figure. Enders already is asking for an increase in stipend due to \$33,000 in unreimbursed supplies.	\$40,000 (\$20,000-Enders) (\$10,000-Boyce) (\$10,000-Blue Ridge)
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.	\$20,000
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.	\$2,500
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	\$31,000

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		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.	\$5,000
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.	\$0
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.	\$0
Remove Warren County Stipend of \$25,000	NA	Yes - Remove funding and use for other items in this request	-\$25,000
		Subtotal -	\$261,600
		Offset costs-	-\$25,000
		Total-	\$236,600

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FISCAL YEAR 2021 LINE ITEM BUDGET-UPDATED 2/14/2020

Expenses	FY 20 PROJECTED	Volunteer Request	Recomm.	Proposed	Project(s)/Notes
Vol. Fire Disab Ins.	\$12,500	NA	NA	\$12,500	
Vol. Fire Worker's Comp.	\$22,500	NA	NA	\$22,500	
Vol. Fire Purchased Serv.	\$17,000	NA	\$22,000	\$22,000	5000-increase physicals
Vol. Fire Co Insurance	\$48,000	NA	NA	\$48,000	
Vol. Fire Companies Enity Gift	\$25,000	NA	\$25,000	\$25,000	Warren County-Review
Vol. Fire Incentive Prog.	\$15,000	NA	\$15,000	\$15,000	
Vol. Fire 4 for Life	\$17,155	NA	\$19,000	\$19,000	Keep with departments
Vol. Fire Fire Programs	\$31,000	NA	\$33,300	\$33,300	Keep with departments
Blue Ridge Vol. Fire LODA	\$1,236	NA	\$1,250	\$1,250	
Blue Ridge Vol. Fire Co. Contrib.	\$65,000	\$70,000	\$60,000	\$65,000	no increase
Boyce Vol. Fire LODA	\$1,648	NA	\$1,700	\$1,700	
Boyce Vol. Co. Contrib.	\$65,000	\$75,000	\$60,000	\$65,000	no increase
Enders Vol. Fire LODA	\$2,884	NA	\$3,400	\$3,400	
Enders Vol. Fire Co. Contrib.	\$90,000	\$126,000	\$85,000	\$90,000	no increase
Shenandoah Farms Line of Duty	\$0	NA	\$0	\$0	
Shenandoah Farms Vol. Fire Co	\$0	NA	\$0	\$0	
Technology-Firecom Headsets	\$0	\$11,770	\$0	\$0	moved to part of AFG grant
Technology SCBAs	\$0	NA	\$30,000	\$30,000	
Technology-Lifepack Cloud Srv	\$0	\$10,800	\$31,000	\$31,000	recommended
Lifepack Maintenance Contract	\$0	\$8,500	\$20,000	\$20,000	recommended
Technology Radios	\$30,000	\$432,000	\$595,000	\$618,215	AFG grant-added headsets
Subtotal-	\$443,923	\$734,070	\$1,001,650	\$1,122,865	

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	FY 20	Volunteer			
Expenses	PROJECTED	Request	Recomm.	Proposed	Project(s)/Notes
EMS Salaries	\$617,995	NA	\$820,500	\$820,500	
EMS Overtime	\$74,182	NA	\$113,500	\$113,500	
EMS Part Time Salaries	\$50,000	NA	\$60,000	\$60,000	
EMS FICA	\$51,889	NA	\$87,000	\$87,000	
EMS VRS 1&2	\$56,143	NA	\$52,000	\$52,000	
EMS VRS Benefits - Hybrid Plan	\$16,046	NA	\$21,300	\$21,300	
EMS Health Ins	\$107,029	NA	\$148,500	\$148,500	
EMS Life Ins	\$11,302	NA	\$11,600	\$11,600	
EMS Dislns Hybrid	\$1,132	NA	\$1,529	\$1,529	
EMS WC	\$30,846	NA	\$52,448	\$52,448	
LEOS Retirement	\$0	NA	\$70,000	\$70,000	recommended, 70,000 one time cost, yearly cost est. 2700
EMS Leave Pay	\$0	NA	\$21,340	\$21,340	
EMS LODA	\$12,000	NA	\$20,445	\$20,445	
EMS Purchased Services	\$42,100	NA	\$49,100	\$49,100	Includes ALS class 8500
EMS Postal Services	\$200	NA	\$200	\$200	
EMS Telephone	\$1,300	NA	\$1,450	\$1,450	
EMS Travel	\$7,500	NA	\$8,000	\$8,000	
EMS Misc	\$5,000	NA	\$5,000	\$5,000	
EMS Mat&Sup	\$16,200	NA	\$20,000	\$56,200	add-20,000-Enders, 10,000-Boyce, 10,000-Boyce
EMS Veh Fuel	\$2,500	NA	\$20,000	\$42,500	add-20,000-Enders, 10,000-Boyce, 10,000-Boyce
EMS Clothing	\$12,000	NA	\$13,000	\$13,000	
EMS Noncap Office Equip	\$2,000	\$17,900	\$2,000	\$2,000	remove furniture request-Enders
EMS Tech SW/OL	\$10,500	NA	\$15,000	\$15,000	
EMS Capital outalys Adds	\$10,000	NA	\$10,500	\$10,500	
LEMPG Grant	\$7,500	NA	\$7,500	\$7,500	
Handtevy EMS RSAF Grant (spring 2020)	\$0	NA	\$8,000	\$8,000	recommended
Subtotal-	\$1,145,364		\$1,639,912	\$1,698,612	
Total All Expenses-	\$1,589,287		\$2,641,562	\$2,821,477	

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Revenue	FY 20 PROJECTED	Volunteer Request	Recomm.	Proposed	Project(s)/Notes
Rev RF Insurance Claim Reimb	NA	NA	NA	NA	
Rev RF Ambulance Svcs Refunds	NA	NA	NA	NA	
Ambulance & Rescue Services	\$432,500	NA	\$450,000	\$450,000	
EMS Berryville	\$8,250	NA	\$4,125	\$0	identified 0 funding from TOB
EMS Cloud RSAF Grant (fall 2020)	\$0	NA	\$14,300	\$14,300	
Handtevy EMS RSAF Grant (spring 2020)	\$0	NA	\$4,000	\$4,000	handtevy grant (RSAF)
Fire Programs Funds	\$31,000	NA	\$32,000	\$32,000	
Vol. Fire 4 for Life	\$18,438	NA	\$18,750	\$18,750	
Emergency Management Assist	\$7,500	NA	\$7,500	\$7,500	
FEMA AFG Grant	\$0	NA	\$565,250	\$587,305	Recommended, adjusted for firecom headsets
SAFER Grant	\$133,000	NA	\$252,211	\$252,211	
Subtotal-	\$630,688	NA	\$1,348,136	\$1,366,066	
Total Revenue	\$630,688		\$1,348,136	\$1,366,066	
Total Expenses	\$1,589,287		\$2,641,562	\$2,821,477	
Difference	-\$958,599		-\$1,293,426	-\$1,455,411	

Total Requested Increase \$1,232,190
% Increase 77.5%

	Amount	% Change
Total Requests increase (with Warren Co. \$25,000)	\$261,600	16.5%
SAFER Grant	\$315,264	19.8%
AFG GRANT	\$618,215	38.9%
OTHER (not part of review)	\$37,111	2.3%
TOTAL-	\$1,232,190	77.5%

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COUNTY OF WARREN

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 Warren County Government Center
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Blair D. Mitchell
 County Attorney

Dan N. Whitten
 Assistant County Attorney

Paula J. Blamer
 Legal Secretary

BOARD OF SUPERVISORS

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Douglas P. Stanley
 County Administrator

November 4, 2011

COPY

Robert T. Mitchell, Jr., Esquire
 Hall, Monahan, Engle, Mahan & Mitchell
 PO Box 848
 Winchester, Virginia 22604

*RE: Financial Management Agreement of Shenandoah Farms
 Volunteer Fire Department*

Dear Mr. Mitchell:

Enclosed are three (3) originals of the above mentioned Agreement. The necessary signatures by the County of Warren have been obtained, and I am forwarding the Agreements to your office so that you may obtain the required signatures from Clarke County. Once this has been done, would you kindly return the Agreements to this office so that we may arrange signing by Mr. Hoover at the Fire Department?

Thank you.

Sincerely,

Paula J. Blamer
 Legal Secretary

PJB

Enclosures

Cc: Douglas P. Stanley, County Administrator (copy)
 Warren County Attorney's Office (copy)

*Celebrating 175 Years
 1836 - 2011*

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BOS/Special Projects/MOU re SFVFD budget and expenses re-revised 10-24-2011

**MEMORANDUM OF UNDERSTANDING REGARDING FINANCIAL MANAGEMENT OF SHENANDOAH FARMS
VOLUNTEER FIRE COMPANY**

THIS MEMORANDUM OF UNDERSTANDING regarding financial management of Shenandoah Farms Volunteer Fire Company dated this 3rd day of NOVEMBER 2011, by and between the Board of Supervisors of Clarke County, Virginia (hereinafter referred to as Clarke), the Board of Supervisors of Warren County, Virginia (hereinafter referred to as Warren), and the Board of Directors of the Shenandoah Farms Volunteer Fire Department, Incorporated (hereinafter referred to as SFVFD);

Witnesseth:

As a follow-up to complaints, Clarke and Warren have received an audit of SFVFD's financial operations which have caused some concern about the way SFVFD's funds have been administered and controlled.

As a result, in July 2011 Clarke and Warren began an unwritten procedure of withholding direct payments to SFVFD of appropriated contributions and instead have been receiving invoices from SFVFD's vendors forwarded to Warren by SFVFD with Warren then paying directly to the vendors, and Clarke agreeing to repay to Warren Clarke's share of the costs of the operation of SFVFD.

The parties now desire to enter a written memorandum of understanding outlining this procedure and the manner in which funding between Clarke and Warren shall be accounted.

To that end, and for and in consideration of the mutual covenants contained herein, it is agreed by the parties that:

1. Until further notice and written agreement neither Clarke nor Warren shall make any direct monetary contributions or appropriations to SFVFD.
2. SFVFD shall continue to prepare and present to Warren, through the office of Warren's Fire Chief, not later than December 1 annually an annual fiscal year budget request for SFVFD's operations, including capital acquisitions and maintenance. Warren's Fire Chief shall review the budget request and forward it to the Warren County Administrator in the same manner as has been the practice in the past.
3. Warren shall forward the budget request to Clarke. Warren and Clarke shall continue to include in each county's annual budgets appropriate allocations of funds as determined and approved by Clarke and Warren for the operations of SFVFD. These funding allocations shall include any 4-For-Life funds and Aid to Locality funds that each jurisdiction approves for disbursement in their budget processes.
4. Warren, through its Department of Fire and Rescue Services (hereinafter referred to as the Department), shall be responsible for the receipt and management of funds allocated from Clarke as well as funds allocated from Warren for SFVFD.

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BOS/Special Projects/MOU re SFVFD budget and expenses re-revised 10-24-2011

5. SFVFD's Treasurer shall meet with Warren's Fire Chief as needed to produce a list of all bills and invoices to be paid, supplies and equipment to be purchased, and the reasons why the bills and invoices are incurred. SFVFD's Treasurer shall forward all such bills and invoices and all requests for operating funds, with appropriate backup materials and documentation, to Warren's Fire Chief, as attachments to Shenandoah Farms Volunteer Fire Department Payment Request form, a copy of which is attached hereto, signed by the Treasurer or other authorized officer of SFVFD. If approved by the Department, the Department shall pay vendors directly through Warren's payment procedures.

6. SFVFD shall continue to manage and conduct its own fund raising events and activities including, but not limited to, turkey shoots, boot drives, fund drive letters, breakfasts, approved charitable gaming, and other activities, and shall transmit a report of all funds received therefrom to the Department for accounting purposes, together with a signed and completed Shenandoah Farms Volunteer Fire Department Fund Raiser Information form, a copy of which is attached hereto. SFVFD, at its own costs, shall have an annual audit made of all receipts and expenditures related to such fund raising events and activities, by an accounting firm that has been approved by both Clarke and Warren, and shall forward a copy of the audit report to both Clarke and Warren upon completion.

7. Warren's Fire Chief shall produce for review to Warren and Clarke (through their respective county administrators) and to SFVFD a monthly budget report detailing all receipts received and expenditures approved each month.

8. At the end of the fiscal year Warren's Fire Chief shall submit to Warren and Clarke (through their respective county administrators) and to SFVFD a final financial report summarizing the year's receipts and expenses.

9. Any questions about the monthly reports and/or final financial report shall be forwarded to Warren's Fire Chief.

10. Quarterly, Clarke shall transfer to Warren for proper disbursement those allocated funds that otherwise it would pay to SFVFD.

11. Any surplus/unused funds remaining at the end of each fiscal year received on behalf of SFVFD shall be set aside in a Special Projects line item for the exclusive benefit of SFVFD.

12. SFVFD shall be issued two (2) Warren County credit cards for use in official SFVFD purchasing. These cards shall be issued to and be the responsibility of the SFVFD District Chief and the SFVFD Treasurer. The SFVFD District Chief and the SFVFD Treasurer shall be accountable for the use of the cards for official SFVFD business only, and for obtaining and remitting to Warren's Fire Chief proper receipts and backup documents for all purchases and charges made on the cards. These receipts and backup documents shall be forwarded to the Department as attachments to properly signed Shenandoah Farms Volunteer Fire Department Payment Request forms within 15 days after use of such credit cards by SFVFD.

13. The said credit cards shall not at any time be used for cash advances or ATM withdrawals.

2

13

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

BOS/Special Projects/MOU re SFVFD budget and expenses re-revised 10-24-2011

14. These procedures shall become effective immediately upon execution of this Memorandum of Understanding by all parties, shall remain in effect until Clarke and Warren agree to release SFVFD from these procedures, upon adequate assurances to Clarke and Warren, acceptable to Clarke and Warren, that the concerns leading to these procedures have been fully addressed and corrected by SFVFD, and shall be reviewed annually by the parties hereto.

15. In the event that SFVFD fails to comply with the provisions of this Memorandum of Understanding or breaches its terms in any material way, the distribution of previously approved, but not yet paid, funding by Warren and Clarke may be withheld and/or future funding may be denied, at Warren's and/or Clarke's sole discretion.

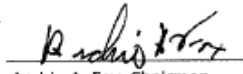
WITNESSETH the following signatures:

For Clarke County, Virginia

For Warren County, Virginia

For Shenandoah Farms
Volunteer Fire Department, Inc.

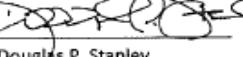

 Chairman
 Clarke County Board of
 Supervisors


 Archie A. Fox, Chairman
 Warren County Board of
 Supervisors

 Donald L. Hoover
 President

Attest:


 David L. Ash
 County Administrator


 Douglas P. Stanley
 County Administrator

Approved as to form:


 Robert T. Mitchell, Jr.
 Clarke County Attorney


 Blair D. Mitchell
 Warren County Attorney

3

14

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

RECEIVED JUL 31 2012



COUNTY OF WARREN

Office of the County Attorney
 Warren County Government Center
 220 North Commerce Avenue, Suite 100
 Front Royal, Virginia 22630

Phone: (540) 636-6674
 FAX: (540) 636-6980

email: bmitchell@warrencountyva.net
dwhitten@warrencountyva.net
pblamer@warrencountyva.net

Blair D. Mitchell
 County Attorney

Dan N. Whitten
 Assistant County Attorney

Paula J. Blamer
 Legal Secretary

July 30, 2012

BOARD OF SUPERVISORS

CHAIRMAN
 Archie A. Fox
 Fork
 District

VICE-CHAIR
 Linda P. Glavis
 South River
 District

Tony F. Carter
 Happy Creek
 District

Richard H. Traczyk
 Shenandoah
 District

Daniel J. Murray, Jr.
 North River
 District

Douglas P. Stanley
 County Administrator

David L. Ash, County Administrator
 Clarke County, Virginia
 101 Chalmers Court
 Berryville, Virginia 22611

Donald L. Hoover, President
 Shenandoah Farms Volunteer Fire Department
 749 Youngs Drive
 Front Royal, Virginia 22630

RE: Memorandum of Understanding Regarding Oversight of and Dispatching for Shenandoah Farms Volunteer Fire Company

Dear Gentlemen:

Enclosed, please find one (1) fully executed original of the above mentioned document. Please retain same for your records and files.

On behalf of the County and myself, I would like to extend my appreciation and thanks for your cooperation and actions in getting this agreement drafted, executed and in place.

If you have any questions or concerns, please feel free to contact me.

Sincerely,

Blair D. Mitchell /RB

Blair D. Mitchell
 County Attorney

BDM/pjb
 Enclosure

Cc: Douglas P. Stanley, County Administrator (original)
 Fire Chief Richard E. Mabie (copy)
 County Attorney Office Files (copy)

Celebrating 175 Years
 1836-2011

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101 Chalmers Court, Suite B
Berryville, Virginia 22611
(540) 955-5132

BOS/Special Projects/MOU re SFVFD ops and dispatch 05-23-2012

**MEMORANDUM OF UNDERSTANDING
REGARDING OVERSIGHT OF AND DISPATCHING
FOR SHENANDOAH FARMS VOLUNTEER FIRE COMPANY**

THIS MEMORANDUM OF UNDERSTANDING regarding oversight of and dispatching for Shenandoah Farms Volunteer Fire Company dated this 4th day of June, 2012, by and between the Board of Supervisors of Clarke County, Virginia (hereinafter referred to as Clarke), the Board of Supervisors of Warren County, Virginia (hereinafter referred to as Warren), and the Board of Directors of the Shenandoah Farms Volunteer Fire Department, Incorporated (hereinafter referred to as SFVFD);

Witnesseth:

SFVFD is physically located in Clarke County at a station facility on Howellsville Road less than one-quarter mile from Warren County, and primarily serves the Shenandoah Farms subdivision (located mostly within Warren County) and the Blue Mountain subdivision (located entirely within Warren County), plus an established response area of Clarke County, as determined by Clarke and subject to change by Clarke.

Since December 14, 2011 Warren County has assumed the responsibility for the financial management of SFVFD's publicly-donated income and of its expenses. The parties now desire that other managerial oversight be transferred from Clarke to Warren, and that Warren assume responsibilities for the radio, telephone, broadband, internet or other communications dispatching of SFVFD's fire and medical equipment and personnel for the purpose of responding to fire and emergency medical incidents.

The parties now desire to enter a written memorandum of understanding outlining this procedure and the manner in which operations of SFVFD between Clarke and Warren shall be managed.

To that end, and for and in consideration of the mutual covenants contained herein, it is agreed by the parties that:

1. Until further notice and written agreement, operational oversight and coordination, and operation medical direction of SFVFD shall be under the purview of the Warren County Department of Fire and Rescue Services, the Warren County Fire Chief, and the Operational Medical Director serving Warren County.

1

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

BOS/Special Projects/MOU re SFVFD ops and dispatch 05-23-2012

2. Warren County's fire and rescue dispatch center and personnel shall assume responsibility for dispatching of SFVFD personnel and equipment, and shall fully integrate SFVFD into its E-911 and dispatch hardware, software and protocols.

3. At all reasonable times, the Fire Chief of Warren County shall be granted and shall have access to all books, ledgers, accounts records, logs, notebooks, and any other financial, organizational, historical and operational records and documents of SFVFD

4. These procedures shall become effective immediately upon execution of this Memorandum of Understanding by all parties, and shall remain in effect until the parties agree to modification hereof by subsequent written instrument, or by termination by one of the parties of this Agreement as provided below.

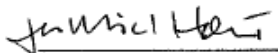
5. Either Clarke or Warren can terminate this Memorandum of Understanding upon one-hundred twenty (120) days' advance written notification to the other of its intent to terminate.

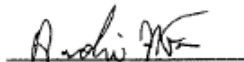
WITNESSETH the following signatures:

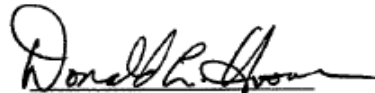
For Clarke County, Virginia

For Warren County, Virginia

For Shenandoah Farms
Volunteer Fire Department,
Inc.

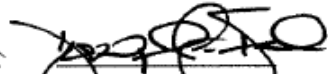

 J. Michael Hoover, Chairman
 Clarke County Board of
 Supervisors


 Archie A. Fox, Chairman
 Warren County Board of
 Supervisors


 Donald L. Hoover
 President

Attest:


 David L. Ash
 County Administrator


 Douglas P. Stanley
 County Administrator

Approved as to form:

2

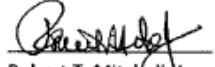
17

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BOS/Special Projects/MOU re SFVFD ops and dispatch 05-23-2012


Robert T. Mitchell, Jr.
Clarke County Attorney


Blair D. Mitchell
Warren County Attorney

3

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101 Chalmers Court, Suite B
Berryville, Virginia 22611
(540) 955-5132



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



Fuel Cost Information Request

Diesel Fuel

A = OPIS Closing Wholesale Rack Report, daily gross closing average price published at 5:59 PM Eastern Time for the Richmond rack location for the day the fuel is pumped from the tank.

B = The additional cost per gallon described in the Pricing Schedule for Diesel for the appropriate geographical district within the state and all out of state purchases.

C = The "Margin" for Diesel for Virginia as published in the "OPIS Retail Fuel Watch." This Margin will be adjusted each Monday to the value published in the OPIS Retail Fuel Watch on the previous Thursday.

Formula

$$(A+B+C) - .3247 = \text{Price per Gallon of Diesel Fuel}$$

Price per gallon ranges – \$2.320 – \$2.464

Unleaded Fuel

Fuel card program prices will be based on the OPIS Closing Wholesale Rack Report, daily gross closing average price published 5:59 PM Eastern Time for the Richmond rack location for the day the fuel is pumped from the tank. The Richmond rack location will be used for all nine (9) geographical districts within the state. If it should occur that the OPIS publication is not published for any given day then the previous day's publication will be used in determining the daily price.

Price per gallon ranges – \$1.761 – \$2.388

Office: 540-955-5113

101 Chalmers Ct., Suite B
Berryville, VA 22611

Fax: 540-955-5180

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VEHICLE ID	VEHICLE TYPE	YEAR	MAKE	MODEL	MPG	FUEL TYPE	DATE	AMOUNT	AMOUNT	AMOUNT	
803558: 2020 KC BUS											
124	VYGR	FDMS - South BERRYVILLE, VA	10,493	4.00	01 UNLEADED	2/3/2020	0819	53.06	\$189.26	\$147.43	
124	VYGR	FDMS - South BERRYVILLE, VA	10,875	5.10	01 UNLEADED	2/18/2020	0816	75.33	\$173.20	\$132.69	
Total for Vehicle ID: 203350								4.00	158.39	\$372.46	\$280.12
211890: INTERNATIONAL											
118	VYGR	Shell - Equiva BOYCE, VA	29,153	9.00	05 DIESEL	10/20/20	1006	49.53	\$141.61	\$111.88	
118	VYGR	Shell - Equiva BOYCE, VA	29,610	9.00	05 DIESEL	2/4/2020	1017	50.75	\$143.99	\$110.34	
118	VYGR	Shell - Equiva BOYCE, VA	30,040	9.10	05 DIESEL	2/11/2020	1215	47.21	\$127.44	\$109.63	
Total for Vehicle ID: 211890								9.03	147.49	\$412.14	\$331.75
864590: INTERNATIONAL BUS											
122	VYGR	FDMS - South BERRYVILLE, VA	7,766	4.60	01 UNLEADED	10/20/20	0816	51.37	\$123.25	\$91.74	
122	VYGR	FDMS - South BERRYVILLE, VA	7,923	5.10	01 UNLEADED	2/3/2020	1016	31.00	\$74.45	\$56.66	
122	VYGR	FDMS - South BERRYVILLE, VA	8,170	4.70	01 UNLEADED	2/18/2020	1031	52.84	\$121.49	\$93.88	
Total for Vehicle ID: 384590								4.00	135.24	\$319.19	\$239.90

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Vehicle ID	Card #	Owner	Source	Location	Odsm	MPG	Product	Date	Time	Owner	Orig Cost	Cost
Account No: 1993 * Account Code 1993 * Clarke Co Public Schools Transportation Dept												
Customer ID: 1993												
48739: DODGE CARAVAN												
	105		YYGR	7 Eileen BERRYVILLE, VA	71,862	19.80	01 UNLEADED	12/10/2019	1146	17.49	\$43.00	\$33.43
	105		YYGR	Sheela WINCHESTER, VA	72,121	18.70	01 UNLEADED	12/10/2019	0857	17.87	\$42.00	\$33.55
	105		YYGR	Shwazi WINCHESTER, VA	42,752	0.00	01 UNLEADED	1/6/2020	1417	15.24	\$39.00	\$31.78
Total for Vehicle ID: 48739										49.80	\$124.00	\$96.76
58407: INTERNATIONAL BUS												
	114		YYGR	FDWS - South	21,723	5.40	05 DIESEL	12/9/2019	0817	44.84	\$134.49	\$107.02
	114		YYGR	MOBL BERRYVILLE, VA	22,988	7.30	05 DIESEL	12/12/2019	2017	39.23	\$113.73	\$91.97
	114		YYGR	FDWS - South	2,267	0.00	05 DIESEL	1/6/2020	0817	41.47	\$124.39	\$99.37
Total for Vehicle ID: 58407										125.54	\$372.61	\$298.36
59746: INTERNATIONAL												
	117		YYGR	Shell - Equiva BOYCE, VA	34,180	0.00	01 UNLEADED	12/10/2019	0822	43.74	\$104.06	\$83.60
	117		YYGR	Shell - Equiva BOYCE, VA	35,437	24.00	01 UNLEADED	12/12/2019	0825	55.79	\$102.75	\$104.69
	117		YYGR	Shell - Equiva BOYCE, VA	35,889	5.30	01 UNLEADED	12/18/2019	1201	47.16	\$112.20	\$91.07
	117		YYGR	Shell - Equiva BOYCE, VA	36,061	5.60	01 UNLEADED	12/20/2019	1107	55.50	\$132.05	\$108.62
	117		YYGR	Shell - Equiva STRASBURG, VA	36,300	0.50	01 UNLEADED	12/23/2019	0859	47.18	\$113.19	\$93.03
	117		YYGR	Shell - Equiva BOYCE, VA	36,622	0.00	01 UNLEADED	1/6/2020	1233	52.47	\$134.28	\$105.19
Total for Vehicle ID: 59746										301.84	\$720.53	\$586.50
60408: IC SCHOOL BUS												
	112		YYGR	FDWS - South	77,863	8.70	05 DIESEL	12/10/2019	0812	23.74	\$71.21	\$55.41
	112		YYGR	FDWS - South	78,158	5.30	05 DIESEL	12/17/2019	1458	33.33	\$99.97	\$81.26
Total for Vehicle ID: 60408										57.07	\$171.18	\$136.67
60410: IC SCHOOL BUS												
	07		YYGR	FDWS - South	72,841	0.00	05 DIESEL	12/9/2019	0804	39.26	\$118.00	\$93.54
	07		YYGR	FDWS - South	72,843	0.00	05 DIESEL	12/18/2019	0630	33.79	\$101.35	\$83.20
Total for Vehicle ID: 60410										73.05	\$219.35	\$176.74
75330: INTERNATIONAL 2019												
	121		YYGR	FDWS - South	13,770	5.00	01 UNLEADED	12/12/2019	1427	50.27	\$146.00	\$111.41
	121		YYGR	Shwazi BOYCE, VA	13,987	0.10	01 UNLEADED	12/17/2019	1617	32.30	\$76.84	\$61.23
	121		YYGR	FDWS - South	14,145	4.30	01 UNLEADED	12/20/2019	1214	41.81	\$102.81	\$82.06
Total for Vehicle ID: 75330										124.38	\$325.65	\$254.70
83719: IC BUS												
	106		YYGR	MOBL BERRYVILLE, VA	31,764	0.00	05 DIESEL	12/9/2019	2247	30.40	\$115.84	\$91.86

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5. Staffing Plan - Update - Mr. Lichty indicated he met with the Chiefs on Tuesday, February 11th, 2020. The following adjustments were made:
 - In instances where “Tanker” is listed, it was changed to “Pumper”.
 - An additional bullet will be added for out of state mutual aid to compare to local mutual aid reports.
 - Adding the tracking of vehicles mileage to the daily log.
6. Committee Reports, Continued -
 - Standards - Ms. Harrison mentioned that everything was included in the packets, did anyone have any questions or comments? No one did.
 - Technology - Mr. Roper reported there was no meeting held.
 - Committee assignments - Technology - Mr. Veler agreed to fill the vacant position.
7. Report from the Director of Fire and EMS - Mr. Lichty stated that everything was included in the packets, did anyone have any specific questions or comments? Mr. Roper remarked that he appreciated Mr. Lichty coming to the Sheriff’s office and presenting a Deputy with a commendation, it was very thoughtful and thanked him. No other questions or comments.
8. New Business - Ms. Harrison indicated that she had a meeting with the new County Administrator this week and had really good conversations and thinks there are some interesting things in the works and some new paths we might be able to take. She thinks he brings a lot to the table and we will enjoy having him here.
9. Summary of required action:
 - Update the listing for the Technology Committee, adding Mr. Veler.
 - Update the Budget information.
 - Update the Staffing Plan information.
 - Send out the agenda/packet for the February 20th, 2020 Special Meeting at 2:00pm.
10. Mr. Hoff made a motion to adjourn. The motion was passed with all in favor at 8:33pm.

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

Minutes Transcribed by Melanie Radford

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(540) 955-5132

MINUTES

February 20th, 2020 2:00pm

****Special Meeting****

Clarke County Government Center – Meeting Room AB

Attendees: Diane Harrison, Chairman
Tony Roper
Matt Hoff
Randy Buckley
Keith Veler
Doug Lawrence-BOS alternate

Absent: David Weiss
David Beatty

Vacant: Citizen Representative

Staff: Chris Boies
Brian Lichty
Melanie Radford

Chairman Harrison called the meeting to order at 2:01pm.

1. Mr. Hoff made a recommendation to notate that two attempts were made to call Mr. Beatty with no answer. Mr. Beatty is out of the Country and was trying to attend the meeting via conference call. Mr. Hoff made a motion to approve the agenda. The motion was passed with all in favor.
2. Budget Review
 - Warren County MOU - after a discussion between the attendee's, Mr. Hoff made a motion to recommend to the BOS to evaluate removing the \$25,000.00 stipend to Warren County. The motion was passed with a 4 to 1 vote. Aye-Mr. Veler, Mr. Buckley, Mr. Hoff and Ms. Harrison. Nay-Mr. Roper.
 - Budget request/line item – after an extensive discussion Mr. Roper made a motion to support the \$261,600.00 increase request in the operational budget for Fire, EMS and Emergency Management as listed. The motion was passed with all in favor by show of hands-Ms. Harrison, Mr. Roper, Mr. Hoff, Mr. Buckley and Mr. Veler.
3. Summary of required action
 - Present the budget recommendations to the Finance Committee as scheduled.
4. Mr. Hoff made a motion to adjourn. The motion was passed with all in favor at 2:51pm.

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(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

Minutes Transcribed by Melanie Radford

DRAFT

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STANDARDS SUBCOMMITTEE RESPONSE EVALUATION

Month: Feb-20

Total responses in question for month-	21		
11 Minute-No response(True Fail)-	13	Percent of total in question-	61.9%
Delayed Response-	0	Percent of total ALL CALLS-	4.9%
Overburden-	7		
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 requesteed; not

Total Responses for Month (all Companies)-	266
Total responses in question for month-	21
Percentage of Responses for Month-	7.9%

Blue Ridge Vol. Rescue	
Total Responses-	35
11 Minute-No Response-	4
Percentage of total responses-	11.4%
Overburden-	2

Blue Ridge Vol. Fire	
Total Responses-	13
11 Minute-No Response-	0
Percentage of total responses-	0.0%
Overburden-	0

Boyce Vol. Rescue	
Total Responses-	49
11 Minute-No Response-	3
Percentage of total responses-	6.1%
Overburden-	3

Boyce Vol. Fire	
Total Responses-	15
11 Minute-No Response-	0
Percentage of total responses-	0.0%
Overburden-	2

Enders Vol. Rescue	
Total Responses-	116
11 Minute-No Response-	4
Percentage of total responses-	3.4%
Overburden-	0

Enders Vol. Fire	
Total Responses-	38
11 Minute-No Response-	2
Percentage of total responses-	5.3%
Overburden-	0

OB	Overburdened	7
TU	True Failure	13
DR	Delayed Resp.	0
RE	Removed	1
TOTAL		21

*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.



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	38											
Enders-EMS	140	116											
Boyce-Fire	18	15											
Boyce-EMS	53	49											
Blue Ridge-Fire	16	13											
Blue Ridge-EMS	41	35											

<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	42											
Boyce	7	5											
Blue Ridge	1	0											



***Division of Fire and Rescue Services
Response Review Report
Year to Date 2019-2020***

<i>EMS - Month</i>	<i>Total Count</i>	<i>Total Fail Count</i>	<i>Total Pct.</i>
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%
February 2020	200	11	5.5%

<i>Fire - Month</i>	<i>Total Count</i>	<i>Total Fail Count</i>	<i>Total Pct.</i>
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%
February 2020	66	2	3.0%

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

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	8											23
FIRE	0	1											1
MA-Given/Request	0	0											0
Warren Co.-EMS	10	13											23
FIRE	6	6											12
MA-Given/Request	0	0											0
Frederick Co.-EMS	16	15											31
FIRE	1	2											3
MA-Given/Request	1	8											9
Fauquier Co.-EMS	7	4											11
FIRE	2	2											4
MA-Given/Request	0	0											0
Loudoun Co.-EMS	0	1											1
FIRE	0	0											0
MA-Given/Request	2	3											5
TOTAL(MA REC)-	57	52	0	0	0	0	0	0	0	0	0	0	109
TOTAL CALLS MO.-	276	178	0	0	0	0	0	0	0	0	0	0	454
% OF TOTAL CALLS-	20.7%	29.2%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	24.0%

A Project Budget Review regarding 30104603 Radio Project was held on March 5, 2020. In attendance were Sheriff Roper, County Administrator Boies, Chief Deputy Sumption, Fire/EMS Director Lichty and ECC Director Hess.

Current update on the progression of Phase 2 of the 4 phase project.

- Have been offered and accepted space to house our primary TX RX radio site with Mount Weather. This site was propagated to be considerably better than the Shentel site originally planned for.
- Currently waiting on concurrence letters from Maryland State Police and are in discussion with Fairfax over their non-concurrence with our request. We have received our concurrence letter back from the Virginia State Police.
- Once this is completed we can move forward with the frequency coordination and FCC licensing that will be required to move the primary site.
- It is probable that should we move forward with installing the site at Mount Weather we should have some cost savings.

Discussion on Phases 3 & 4

- Given the recommendation from the consultant and the fact that the site at Mount Weather should improve south side coverage phase 3 which is adding a remote site at the Millwood water should be moved to phase 4. This will move phase 4 of adding vehicle repeaters to some Fire/EMS vehicles to phase 3.
- Vehicle repeaters vastly increase portable radio coverage. Law enforcement uses them and can speak to their effectiveness.

Some cost savings may be able to be added to the next phase and or begin to fund the ongoing radio replacements that result from equipment sun downing.

The FY YTD budget report on the existing project showing the available funds in the project line items is attached. Should any additional reports be needed they can be requested from Director Hess.

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	125.5						
BOYCE w/pt	281.75	203.5	258.5	247.92	274.5	215.95	240.5	243.65	190.5	158						
BLUE RIDGE	198.5	215	31.7	148.4	29.29	126.5	79	78.263	126.25	218						
Total All	575.25	543.25	346.15		387.79	503.45	452.75		568.5	501.5	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

1 **2015 – 2019 Strategic Plan Review****Goal 7-Community Outreach & Partnerships**2 **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.

3 **Goal 7 – Community Outreach and Partnerships**4 **Strategy 1-Conduct research to identify the opinions and priorities of the community and their awareness and support for current Fire and EMS Operations**

1. Action 1 – Conduct community surveys to identify community priorities and concerns.
- ▶ Status – Planned- A survey is being prepared for posting on website to be sent out in April – May of 2020.

5 **Strategy 1-Conduct research to identify the opinions and priorities of the community and their awareness and support for current Fire and EMS Operations**

1. Action 2 – Use websites, town hall meetings, the chamber of commerce, social media, etc. to maintain regular connections with all stakeholders.
- ▶ Status – Ongoing- Several different methods have been used to communicate with different stakeholders. Some include the attendance to annual Lions Club meeting, community group meetings, BOS meeting etc. Additionally, social media has been used in the past to help pass information on about changes taking place (i.e. the Billing Changes in 2018).

6 **Strategy 2-Develop community awareness of Fire and EMS Operations and build community support for Fire and EMS Operations.**

- ▶ Action 1 – Develop a community outreach plan to include regular Department participation at neighborhood and community meetings.
- ▶ Status – Ongoing- Some community events have been attended such as Lions Club, County Fair, etc. Additional plans will be developed to identify ways to best identify community questions and concerns.



7 **Strategy 2-Develop community awareness of Fire and EMS Operations and build community support for Fire and EMS Operations.**

▶ Action 2 – Develop and implement a program for career staff to address Community service needs in the community for non-call times.

▶ Status – Ongoing- We have developed a program called Mobile Integrated Healthcare. This program has helped with a couple of different situations outside of emergency medical and fire related incidents.



8 **Strategy 3-Cultivate partnerships to support Department services.**

▶ Action 1 – Evaluate current partnerships and evaluate opportunities to improve effectiveness.

▶ Status – Ongoing- How we operating with others in always on ongoing process. We try various ways of improving relationships. Have belt relationships with partnerships such as in Emergency Management (LEPC, Quarterly EM Meetings).



9 **Strategy 3-Cultivate partnerships to support Department services.**

▶ Action 2 – Establish regular, frequent communications with partner agencies.

▶ Status – Ongoing- Regular communications takes place at several regional meeting such as Emergency Management, Training Meetings, Lord Fairfax EMS Council and others.



10 **Strategy 3-Cultivate partnerships to support Department services.**

▶ Action 3 – Create new partnerships where mutually beneficial

▶ Status – Ongoing- New partnerships have been established with other agencies and departments as identified in other action items (i.e. Local Emergency Planning Committee, American Red Cross, etc.).



11 **Strategy 3-Cultivate partnerships to support Department services.**

▶ Action 4 – Utilize partnerships to solve problems, expand services, and inform decision making.

▶ Status – Ongoing- Partnerships have assisted with the development of different programs such as smoke detectors in the community and Social Services/Health Department with the MIH program.



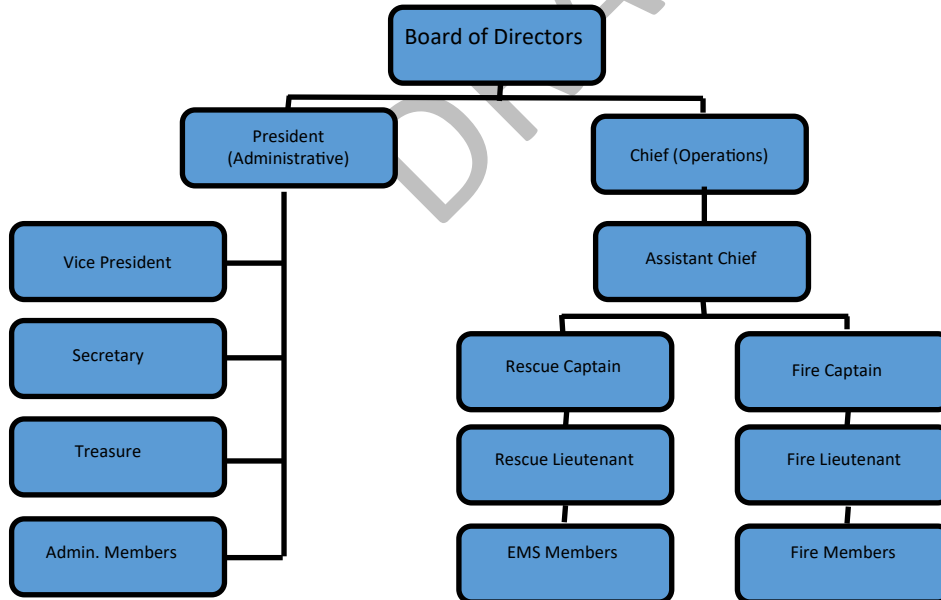
COMMUNICATIONS AND FIRE DEPARTMENT STRUCTURE

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.

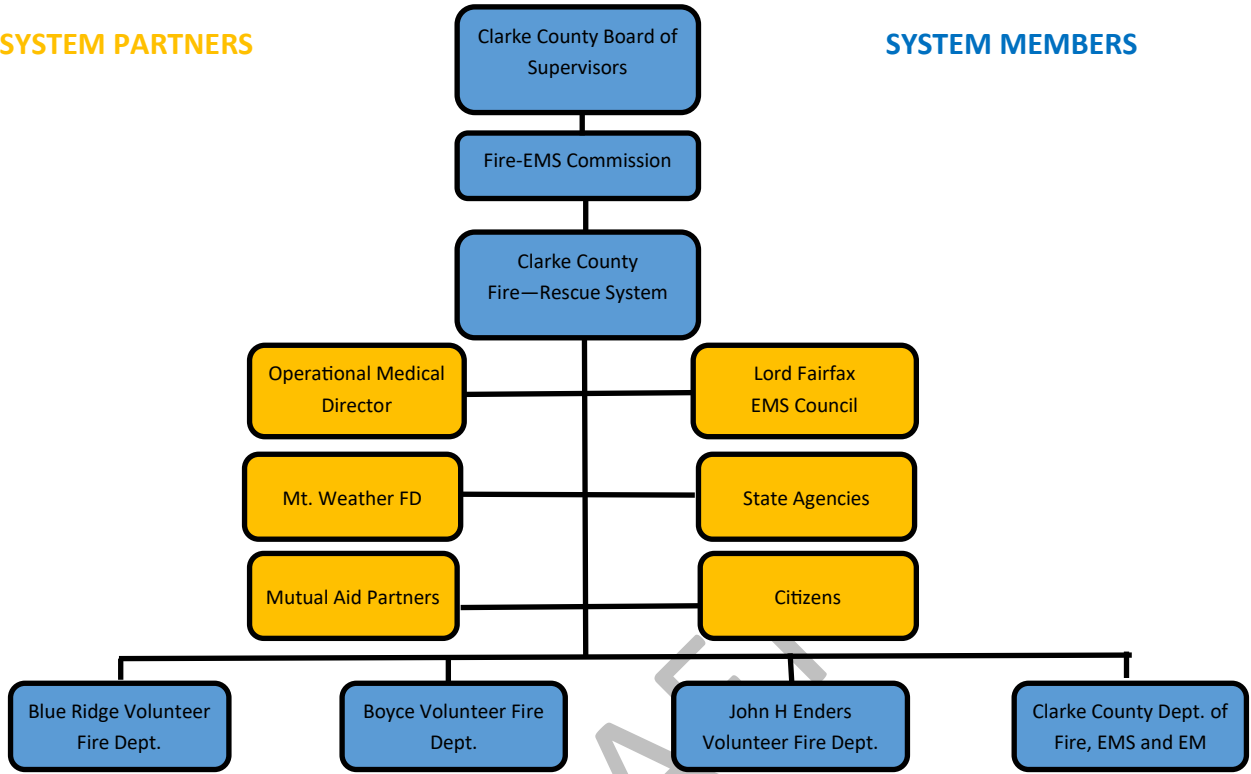
One example of how your department may be structured;



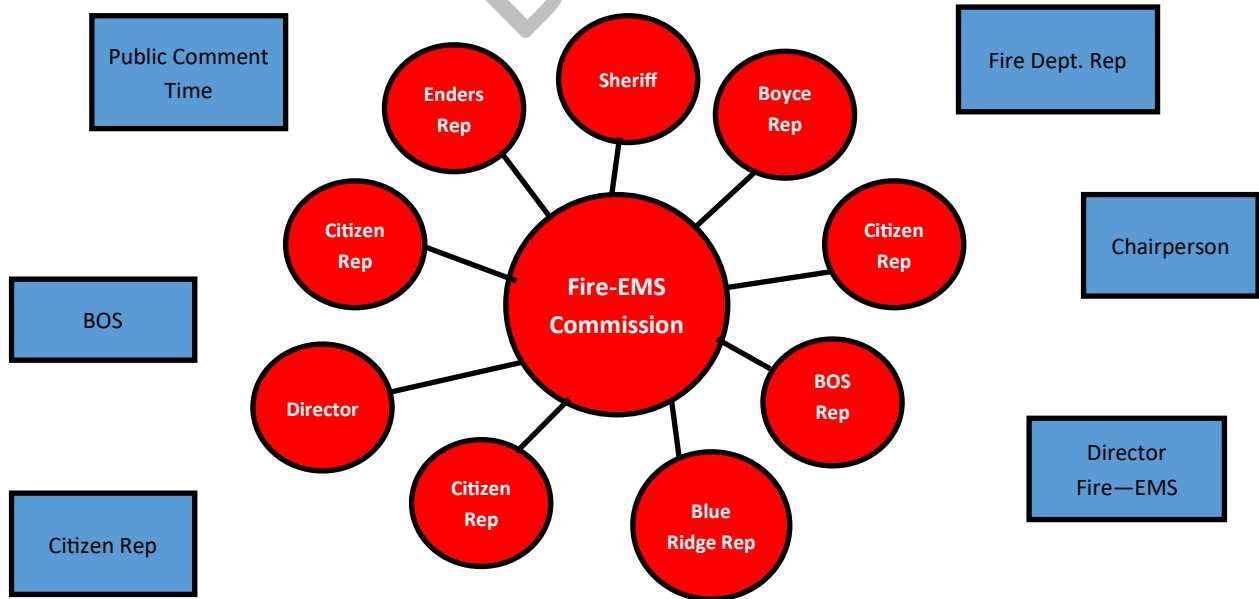
FIRE—RESCUE SYSTEM STRUCTURE

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 28th, 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 a pumper 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 pumper (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 a pumper to all Fire Incidents excluding brush fires regardless of hydrant/non-hydrant areas per the station’s apparatus response guide.

- 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.
- 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).
- For mutual aid responses crews will respond in the appropriate apparatus. For mutual aid requests across state lines crews will only respond if there is crew available in the station (2 personnel). Additionally, crews may wait until the 5 minute re-tone to respond to identify if any volunteers are enroute to station.

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.
 - EMS supply costs not covered by hospital replacement
 - Mileage on EMS units be tracked at the start of each shift

FY 2020 OVERTIME REPORT

	Jul 19	Aug 19	Sept 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Total
Extra Shift	120	81	180	60	24	36	30	0					531
Late/Early Calls	5	2.5	0.5	2	15.25	21.5	3.25	4.75					54.75
Waiting Relief	0	0	1.5	0	0	0.25	0	0					1.75
Training	3	0	7	8	4	8	108	13.5					151.5
Other	4.5	2.5	16	25.5	21	6.5	22	5.5					103.5
PT Over Hours	8	0	0	8	15	0	7	0					38
	140.5	86	205	103.5	79.25	72.25	170.25	23.75	0	0	0	0	880.5

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Leave Hours(Month)	48	48	96	110	36	84	48	72					542
EL Hours(Month)	48	4	0	0	24	0	0	0					76

-Annual CEU training

Other

- Staff Meetings
- Meetings
- Grant Work
- Pub Ed events

Notes

Jul 19	7 PT employees with 0 hours, 96 total hours of leave to cover
Aug 19	6 PT employees with 0 Hours,
Sept 19	6 PT employees with 0 Hours, 96 total hours of leave to cover
Oct 19	6 PT employees with 0 Hours, 110 total hours of leave to cover
Nov 19	6 PT employees with 0 Hours, 24 hours EL (DPO Class) to cover
Dec 19	6 PT employees with 0 Hours, 84 total hours of leave to cover
Jan 20	Annual CEU training, new employee orientation, quarterly staff meeting
Feb 20	Sheriff's Office annual CPR Class
Mar 20	
Apr 20	
May 20	
Jun 20	

This Fire and Rescue Joint Agreement (“Agreement”) dated the ____ day of _____, 2018, is by and between the COUNTY OF CLARKE VIRGINIA (“County”), party of the first part, JOHN H. ENDERS FIRE COMPANY, INCORPORATED, a Virginia non-stock corporation, BOYCE VOLUNTEER FIRE INCORPORATED, a Virginia non-stock corporation, and BLUE RIDGE VOLUNTEER FIRE COMPANY, INCORPORATED, a Virginia non-stock corporation (“Companies”), being all of the volunteer fire and rescue companies in Clarke County, Virginia, parties of the second part.

RECITALS

- A. The County and the Companies have, for several decades cooperated in order to provide exemplary fire and rescue services to the visitors and citizens of Clarke County, Virginia.
- B. The County is committed to continued growth and improvement of the Companies and assuring the safe and efficient provision of essential fire and rescue services, and the Companies are committed to utilizing its personnel and resources to achieve the same goals.
- C. As growth within the County has continued, fire and rescue service demands have increased, which has created a need for the fire and rescue system within the County to evolve into a combination volunteer and career fire and rescue service.
- D. In order to provide additional support to the Companies, plan for future service needs and provide management and supervision for career fire and rescue personnel, the County has established the Department of Fire, EMS and Emergency Management (the Department) as a County Department.
- E. The County remains committed to maintaining a strong and viable volunteer fire and rescue system that is supplemented by career fire and rescue employees.
- F. The parties desire, by this Agreement, to further enhance the partnership between the County and the Companies by defining the role and responsibility of each party, and to further support their joint mission; to provide efficient and cost-effective fire and rescue services to the citizens of Clarke County.
- G. In accordance with Virginia Code §27-15.1, it is the intent of the parties to continue to allow the Companies to exercise authority in the process of answering alarms and operating at emergency incidents.
- H. In this Agreement, when reference is made to County rules, regulations, requirements, and/or procedures which are currently not in existence, it is agreed upon that such shall be developed, adopted, and implemented by the County with the approval of the Association.

TERMINOLOGY

For purposes of this Agreement the following terms shall have the following meaning:

The *Board* is the Board of Supervisors of the County of Clarke.

Company is an individual volunteer fire and rescue company executing this Agreement.

Companies are the volunteer fire and rescue companies executing this Agreement.

County is the County of Clarke, Virginia.

Director is the Director of the Clarke County Department of Fire, EMS and Emergency Management.

Company Chief is the Chief Operational Officer of the Company.

Department is the Clarke County Department of Fire, EMS and Emergency Management.

Association is the Clarke County Volunteer Fire and Rescue Association.

The *Chiefs Group* is the team made up of each Company Chief.

The *Operations Team* is made up of the Company Chiefs and the Director.

The *Fire and EMS Commission* is the advisory committee to the Board of Supervisors.

AGREEMENT

NOW, THEREFORE, for the mutual consideration herein contained, the parties agree as follows;

1. FUNDING

- A. Pursuant to Virginia Code §15.2-953, the County intends to provide public funds to the Companies, subject to appropriations, to support the Companies providing of fire and rescue services to the public.
- B. Pursuant to Virginia Code §15.2-954, the County may establish and provide a capital funds account to provide funds to the Companies for construction and/or equipment. If the Companies are awarded funds from this account any capital purchases made with those funds shall adhere to County procedures and guidelines, to include purchasing requirements and competitive bidding.
- C. Each Company shall:
 - a) Maintain records of the receipt and expenditure of public funds;
 - b) Submit to annual reviews of the expenditure and receipt of public funds
 - c) Ensure that the Company's Treasurer files the Annual Financial Statement required by the County, using such forms and procedures as prescribed by the County
- D. Receipt of public funds by the Companies shall not affect the Companies' right to solicit or raise money locally from the community, providing such local fundraising activities are conducted in accordance with applicable laws and regulations.
- E. During the County's annual budget process the Companies will submit their normal stipend request through the County Finance Office. Any requests for special appropriations shall be forwarded to the County along with the approval of the Association who will present it to the Commission

- F. Company's receipt of Fee-For –Service funds shall not negatively impact the annual stipends currently paid to the Companies.^[R2]^[R3]
- G. Fee-For-Service- Ambulance transport billing funds will be distributed quarterly to stations participating in program. Stations will be paid by their level of participation as follows.
 - 1) Volunteer transport unit with two career providers on board for transport:
100% of funds received to County and owner of transport unit gets mileage fee.
 - 2) Volunteer transport unit with 1 Career and 1 Volunteer provider/driver on board for transport:
70/30 split of funds received, AICs agency gets 70%, Drivers agency gets 30%, and owner of the transport unit gets the mileage fee.
 - 3) Volunteer Transport unit with complete volunteer crew:
90% funds received to volunteer station providing transport 10% to County for Admin cost and owner of the transport unit gets the mileage fee.^[R4]
- H. All Fee-For-Service funds distributed to the Companies will be maintained in a separate account specifically for EMS expenses.
- I. The County may withhold funding to a Company, whether or not in an approved budget, for fraud, abuse, and or malfeasance on behalf of the Company. The County shall provide written notice to the Company of its intent to withhold funding, along with the reason. The Company shall have seven (7) days to respond to the County along with the ability to request a meeting to discuss said notice and suggested course of corrections within 30 days of the Companies reply.

2. RECORDS AND DATA

- A. The Companies shall each utilize an Incident software reporting system compatible with State and County requirements.
- B. Access to the software reporting system shall be limited to those authorized by the Systems Administrator. In addition, the Systems Administrator will maintain a central data repository.
- C. The Companies shall collect and maintain data as required by the County for State and County programs with the concurrence with the Chiefs Group. The County shall provide initial training to the Companies regarding the use of the selected reporting software. In addition, the County shall provide on-going training to the Companies as a result of changes in personnel or updates to the reporting software.
- D. The County shall provide the reporting system at no cost to the Companies.

3. SERVICE RESPONSIBILITY

- A. It is the responsibility of the Companies to deliver emergency fire, rescue, and medical services, within its capabilities, to the citizens of the designated response area of the County in accordance with County dispatch and response procedures.
- B. The Companies each agree to assist other responding county fire and rescue companies in delivering emergency fire, rescue and medical services to the citizens of Clarke County, as needed and in accordance with County dispatch and response procedures.
- C. The Companies also each agree to provide assistance to responding fire and rescue companies and governmental jurisdictions with which Clarke County and/or the Company has established mutual aid agreements in accordance with County dispatch and response procedures.
- D. The Companies will work with the Fire-EMS Commission in meeting established response time standards.^[R5]

4. VOLUNTEER RECRUITMENT

- A. The County, through the Department and the Companies, is committed to operating a combination volunteer and career fire and rescue system to service the needs of public safety in the most cost effective manner. Primary emphasis will be to preserve and perpetuate the continuation of a predominantly volunteer fire and rescue service and to supplement the staffing needs of the Companies as requested and approved or funded.
- B. The County and the Companies shall each diligently work to recruit, train and maintain viable volunteer fire and rescue personnel in accordance with applicable laws, rules, and regulations of the Commonwealth of Virginia and County requirements.

5. STATION STAFFING

- A. The Companies shall provide, to the best of their ability^[R6], staffing with volunteer personnel as required for response to incidents. The Companies shall ensure that volunteer personnel responding to incidents are trained and qualified in accordance with System^[R7] requirements, and that any required licenses and/or certifications are maintained.
- B. The County agrees to provide temporary station staffing with career personnel to supplement volunteers when approved by the Board^[R8]. Actual work hours will be determined by the Director based on current response data and input from the Company Chief.
- C. Any requests for continued station staffing with career personnel shall be in writing to the Director. The request should include the reason for the request, the date of the request and any additional pertinent information and documentation.

6. SELECTION AND ASSIGNMENT OF CAREER PERSONNEL

- A. As the employer, the County shall have full responsibility for the processing and selection of career employees. An established screening and selection process shall be determined by the Director and shall be used to employ career personnel regardless of the company to which the employee is ultimately assigned. No employees hired after the date of the

original agreement dated 15 December 2015 [R9] shall be allowed to volunteer within the county.

- B. The Director shall establish basic job descriptions and employment qualification, as well as the screening and selection process, which will yield career employees who will adequately serve the needs of the fire and rescue system and the public. Volunteer input into the requirements and procedures used shall be solicited through the Chiefs Group [R10]
- C. The Director shall be responsible for making station assignments of career personnel. The Director's decision on personnel to be assigned to volunteer companies shall be made in consultation with the Company Chief or his/her designee of the applicable company. The Director shall also have the right to reassign career personnel whenever, in the Director's discretion, it is deemed necessary. The Director or his/her designee shall also ensure that the Company Chief or his/her designee receive adequate notice of any permanent personnel assignment changes. This notification shall be made in a timely manner when feasible. In all matters of personnel assignments and station coverage, primary consideration shall be given to public safety needs.
- D. Provided adequate funds are available, part-time employees may be employed to provide coverage for full time career employees who are absent due to leave, training, special assignment, or when a position is vacant. Part-time employees shall be assigned at the Director's discretion.

7. EMPLOYEE SUPERVISION AND EVALUATION

- A. Career personnel are ultimately responsible to the Director or his/her designee.
- B. Supervision of career personnel shall rest with the Director or his designee, with the guidance of the applicable Company Chief or his/her designee. Work assignments shall be of a nature consistent with the public safety mission of the County and the Company. The Director shall coordinate station duties with the Company Chiefs or their designees, and shall be standard throughout the Companies.
- C. In order to provide consistent direction throughout the workday, the senior ranking career employee assigned to a station, shall ensure that routine daily activities of career employees are carried out as assigned.
- D. The Director, the Company Chief, or their designee may utilize career personnel for projects or other work-related assignments. Every effort shall be made to ensure that a balance is maintained between Company and County priorities and goals.
- E. The County Administrator shall be responsible for the formal performance evaluation of the Director. The County Administrator shall obtain input from company Chiefs and the Association liaison for input into the performance evaluation of the Director.
- F. Formal complaints concerning a career employees' behavior or performance shall be forwarded from the Company Chief to the employee's immediate supervisor, as outlined in the Departments SOGs.
- G. Formal complaints concerning volunteers' behavior or performance shall be forwarded from the Director to the Company Chief as outlined in the Departments SOGs.

- H. Leave for career employees shall be taken in accordance with County and/or Department procedures. When a vacancy occurs, the position will be filled with a career employee. A volunteer may fill the vacancy[R11].

8. FACILITIES AND WORK ENVIRONMENT

- A. The County shall provide career personnel with an adequate, clean and safe work environment that is conducive to productive performance and good morale among co-workers. As the party responsible to provide and maintain the fire station, it is the Companies' responsibility to provide and maintain a structurally safe and healthy work place that meets all applicable code requirements for occupancy.
- B. The station shall have and maintain potable water, working plumbing, adequate ventilation, heating, cooling, lighting and trash removal. Any deficiencies in these basic requirements shall be corrected in the most expeditious manner possible.
- C. In addition to the foregoing basic requirements, the System [R12] shall provide and maintain the following items for the personal needs of career employees during the workday;
 - a) Refrigerator
 - b) Stove and microwave oven
 - c) Furnished rest area/lounge
 - d) Shower facility
 - e) Protective clothing storage
 - f) Separate male and female bunkroom facilities for 24 hour staff
- D. Career personnel shall participate in cleaning and minor repair of the station and grounds to maintain good order. Volunteer and career personnel shall share general custodial duties.
- E. Any requirements that require capital expenditures shall be handled on a case by case basis.

9. APPARATUS AND EQUIPMENT

- A. As the owner of the station's apparatus and equipment, the Company agrees to authorize career employees to drive, operate, and utilize the apparatus and equipment, providing the operation and use is in accordance with an established standard driver/operator course and procedures for all companies as developed and agreed upon by the Chiefs Group and the Director. The Company Chief or his/her designee shall be responsible for providing orientation training to all new career personnel assigned to the station on the proper operation and use of company apparatus and equipment. Final approval of all drivers shall be through established System[R13] SOGs. All training shall be completed based upon the availability of Company's approved trainers and the experience level of the employee.
- B. The Companies recognize that in addition to emergency response, its apparatus and equipment will be used by career personnel to perform routine duties such as physical fitness training, public fire and rescue safety education programs, fire prevention inspections, fire and EMS training, pre-fire planning, mapping, etc. Any activities outside of the Companies' first due response area must be approved by the company Chief, or his/her designee, or the Director.

- C. It is the responsibility of the Companies to maintain all apparatus and equipment that is in service in proper safe working order. While vehicle maintenance and repair is the responsibility of the Companies, career personnel will participate to shared responsibility of cleaning and minor preventive maintenance. Career personnel may make minor repairs to apparatus and equipment when such repairs are within their mechanical capability and the Company Chief or their designee has authorized the work.
- D. Volunteer and career personnel shall ensure operational readiness and shall perform daily and weekly apparatus and equipment inspections and testing. Deficiencies found should be noted and reported to the appropriate Company Chief.

10. TRAINING

- A. Volunteer and career personnel shall maintain a knowledge and skill level proficient with their appropriate assigned Fire and EMS duties through a curriculum mutually established by the [R14]Operations[R15] Team.
- B. The Companies will be assisted with its training program as available and requested. The development and facilitation of countywide courses will be coordinated through the Director or his/her designee and provided to Clarke County fire and rescue volunteers at no cost, and as approved in the annual budget process (if applicable).
- C. From time to time, one or more career staff may be sent to special training programs. When this occurs, the vacant position will be filled with either a qualified volunteer or a full or part-time career employee.
- D. All parties will work to establish a central database and location for recording all training certifications, certificates and other such training record as they pertain to the qualifications, certifications or other such requirements of all fire and EMS personnel.

11. INSURANCE AND LIABILITY

- A. The County and the Companies will cooperate in risk prevention programs to reduce the risk of bodily injury, property damage, and any consequential liability.
- B. The County for each of the Companies shall maintain general liability insurance with limits of at least \$1,000,000.00, and motor vehicle liability insurance as primary insurance for claims related to the operation of motor vehicles, which insurance shall provide primary coverage for all claims for property damage, damage to the insured vehicle, personal injury, [R16]whether operated by a member of the company owning the vehicle or otherwise.
- C. The County shall maintain workers compensation insurance for all members of the Companies.
- D. The Companies shall work in conjunction with the Director to complete any required forms, pictures and any additional information the insurance company may request in order to process a claim.
- E. The County may request from time to time audits or information updates from the Companies in order to maintain accurate records.

- F. The County shall pay the deductible on insurance claims for damages resulting from a county employee's actions.

12. MODIFICATIONS

- A. This Agreement may be amended or modified only by written document, signed by the parties hereto.
- B. The parties recognize that this Agreement cannot address every policy or procedural issue that may be encountered, and they do state their intention to review this Agreement as needed to identify appropriate additions or modifications.

13. TERMINATION

- A. This Agreement may be terminated by the County or by action of the Companies by six (6) months written notice to the other party or parties.

14. GENERAL

- A. This document supersedes any and all prior agreements, either written or verbal, entered into between these parties to the extent that the subject matter of any prior agreements is addressed or related to the subject matter of this document.
- B. This Agreement defines the working relationship between the County and the Companies. Except as expressly provided to the contrary, nothing in this agreement creates a standard of conduct or standard of care with respect to citizens, employees, or volunteers.
- C. It is agreed that each party to this agreement acknowledges its role in providing fire and rescue services to the citizens of Clarke County, Virginia. It is further agreed that the relationship between the County, the Companies, and their members and employees, shall reflect an attitude of cooperation toward the achievement of effective and efficient fire and rescue services for County citizens.
- D. The parties agree to plan, develop and maintain a strategic plan for the future needs of the fire and rescue system, which will be reviewed annually and will include a five and ten year projected plan. The strategic plan will be managed and maintained by the County Fire Commission. The Commission will work hand in hand with the Director and the Companies.
- E. The parties agree to work in conjunction with the Director to develop an annual budget outlining annual expenditures and long range capital replacements per fiscal policy[R17].
- F. To ensure benefits, volunteers will be considered compensated employees of the County.
- G. The parties each express their intent to work together to develop and/or revise Standard Operating Guidelines.
- H. By this Agreement and agreements with other fire and rescue companies the County is providing for fire and rescue services to its citizens by using both career personnel and volunteer personnel of the Companies, and the Companies shall be deemed an instrumentality of the County.

John H. Enders Fire Company, Incorporated

Boyce Volunteer Fire Company, Inc.

By: _____
Harold L. Rohde, President

By: _____
George Matthew Hoff, President

Blue Ridge Volunteer Fire Company, Incorporated

County of Clarke, Virginia

By: _____
Earl Marshall Wine, Jr., President

By: _____
David Weiss, Chairman
County of Clarke, Board of Supervisors

DRAFT



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

DIRECTORS REPORT

Month-March 2020 (updated 3/10/2020)

Standard Reports

-Response Report –266 Calls for service from 178 incidents for Month of February, average of 4.9% “Failure”.

-Billing Report – This month’s collections were \$33,702.81 (\$3,314.46 in patient balances and TNT’s).

Updates-

- Top 3 categories for Errors – This replaces the top 3 reason non-billable which remains the same.
 - Narrative
 - Other (missing reports)
 - Procedure
- Recent SOGs adopted:
 - none
- Upcoming SOGs
 - Driver release

-Emergency Management

- LEMPG Grant quarterly report 1 & 2 have 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) – **Update – Planning has begun, flu season has effected setting up some of this training.**
- Attended the Training, Exercise, Planning, Workshop (TEPW) in January. This outlines requests for the training by Emergency Management region.
- Coronavirus (COVID-19) informational bulletin was sent out and will be sent out on a regular bases. In addition Emergency Management is monitoring the situation with local, state and federal partners. Some internal status reports will go out before Informational Bulletins.

-Budget

- Blue Ridge has received a AFG (Assistance to Firefighters) grant for radio replacement for a total of \$123,154.28 **Update – Radios have been purchased, programed, dealing with a couple of minor programing problems.**
- 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 **Update – this will be installed in the coming weeks.**
- 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.**
- All items have been submitted for this year’s budget, as of 3/9/20 all items were still in the budget with the exception of the following changes;
 - Reduction of fuel program from \$40,000 to \$35,000
 - Reduction of supply program increase of \$40,000 to \$20,000
 - Fuel program will follow county system
 - Supply program will follow county procurement programs
 - Washer, Driver will follow county procurement program
 - \$25,000 Warren County contribution will continue
- Grants – Blue Ridge has submitted an AFG grant for SCBAs and Clarke County has submitted an AFG grant for Radio replacement & Headsets.

-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 has been sent.**
- 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, have interviewed two who are interested in helping with the process. We should have a final decision on who will be assisting with this in the coming weeks.**

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 – Insurance company is still investigating
 - Damage pulling into driveway – Reported, no request for claim
 - Tanker 1– Damage when backing into bay (damage significant) – scheduling insurance adjustor for review
- Property –
 - Tanker 1-Damage to building when backing in – currently being assessed for damage
- 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.
- 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. **Update – Physical is complete just doing a couple of follow-up items.**

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.

Other remarks