



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

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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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:

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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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Expenses	FY 20 PROJECTED	Volunteer 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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Blair D. Mitchell
 County Attorney

Dan N. Whitten
 Assistant County Attorney

Paula J. Blamer
 Legal Secretary

BOARD OF SUPERVISORS

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Richard H. Traczyk
 Shenandoah
 District

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.

1

12

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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.

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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.

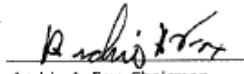
WITNESSETH the following signatures:

For Clarke County, Virginia

For Warren County, Virginia

For Shenandoah Farms
Volunteer Fire Department, Inc.

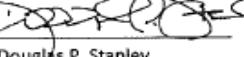

 Chairman
 Clarke County Board of
 Supervisors


 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

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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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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

16

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Clarke County Fire & EMS Commission
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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.

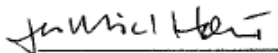
5. Either Clarke or Warren can terminate this Memorandum of Understanding upon one-hundred twenty (120) days' advance written notification to the other of its intent to terminate.

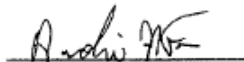
WITNESSETH the following signatures:

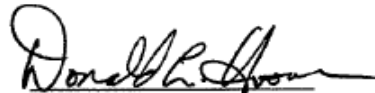
For Clarke County, Virginia

For Warren County, Virginia

For Shenandoah Farms
 Volunteer Fire Department,
 Inc.

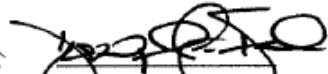

 J. Michael Hoover Chairman
 Clarke County Board of
 Supervisors


 Archie A. Fox, Chairman
 Warren County Board of
 Supervisors


 Donald L. Hoover
 President

Attest:


 David L. Ash
 County Administrator


 Douglas P. Stanley
 County Administrator

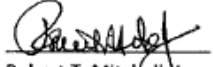
Approved as to form:

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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

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(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	\$55.66	
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: 864590								4.00	135.24	\$319.19	\$239.90

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Vehicle ID	Card #	Driver	Source	Location	Odom	MPG	Product	Date	Time	Gallon	Orig Cost	Cost
Account No: 1993 * Account Code 1993 * Clarke Co Public Schools Transportation Dept												
Customer ID: 1993												
48739: DODGE CARAVAN												
	105		YYGR	7 Eleven BERRYVILLE, VA	71,862	19.80	01 UNLEADED	12/10/2019	1146	17.49	\$43.80	\$33.43
	105		YYGR	Shell WINCHESTER, VA	72,121	18.70	01 UNLEADED	12/18/2019	8857	17.87	\$42.80	\$33.85
	105		YYGR	Shell WINCHESTER, VA	42,752	8.80	01 UNLEADED	1/8/2020	1417	15.24	\$39.80	\$31.78
Total for Vehicle ID: 48739										49.60	\$124.80	\$96.16
58407: INTERNATIONAL BUS												
	114		YYGR	FDMS - South	21,723	5.40	05 DIESEL	12/9/2019	8817	44.84	\$134.49	\$107.02
	114		YYGR	WGL BERRYVILLE, VA	22,988	7.30	05 DIESEL	12/12/2019	2017	39.23	\$113.73	\$91.97
	114		YYGR	FDMS - South	2,287	8.80	05 DIESEL	1/6/2020	8817	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	8.80	01 UNLEADED	12/10/2019	8822	43.74	\$104.86	\$83.60
	117		YYGR	Shell - Equiva BOYCE, VA	35,437	24.80	01 UNLEADED	12/12/2019	8825	55.79	\$132.75	\$104.68
	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	36,881	5.80	01 UNLEADED	12/20/2019	1107	55.50	\$132.85	\$108.82
	117		YYGR	Shell - Equiva STRASBURG,	38,388	6.50	01 UNLEADED	12/23/2019	8859	47.18	\$113.19	\$93.03
	117		YYGR	Shell - Equiva BOYCE, VA	38,822	8.80	01 UNLEADED	1/6/2020	1223	52.47	\$124.28	\$105.19
Total for Vehicle ID: 59746										301.84	\$728.53	\$586.30
60408: IC SCHOOL BUS												
	112		YYGR	FDMS - South	77,863	8.70	05 DIESEL	12/10/2019	8812	23.74	\$71.21	\$55.41
	112		YYGR	FDMS - South	78,158	5.30	05 DIESEL	12/17/2019	1458	33.33	\$99.87	\$81.26
Total for Vehicle ID: 60408										57.07	\$171.08	\$136.67
60410: IC SCHOOL BUS												
	07		YYGR	FDMS - South	72,841	8.80	05 DIESEL	12/9/2019	8804	39.26	\$118.88	\$93.54
	07		YYGR	FDMS - South	72,843	8.80	05 DIESEL	12/18/2019	8638	33.79	\$101.35	\$83.28
Total for Vehicle ID: 60410										73.05	\$220.23	\$176.82
75338: INTERNATIONAL 2019												
	121		YYGR	FDMS - South	13,770	5.80	01 UNLEADED	12/12/2019	1427	59.27	\$148.80	\$111.41
	121		YYGR	Shell BOYCE, VA	13,887	8.10	01 UNLEADED	12/17/2019	1817	32.38	\$78.84	\$61.23
	121		YYGR	FDMS - South	14,145	4.30	01 UNLEADED	12/20/2019	1214	41.81	\$102.81	\$82.06
Total for Vehicle ID: 75338										133.46	\$328.45	\$254.70
83718: IC BUS												
	106		YYGR	WGL BERRYVILLE, VA	31,784	6.80	05 DIESEL	12/9/2019	2247	38.49	\$115.84	\$91.88

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5. Staffing Plan - Update - Mr. Lichy 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. Lichy stated that everything was included in the packets, did anyone have any specific questions or comments? Mr. Roper remarked that he appreciated Mr. Lichy 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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