



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

MINUTES

March 12<sup>th</sup>, 2020 6:30pm

Clarke County Government Center – Meeting Room AB

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

Absent: David Beatty

Vacant: Citizen Representative

Staff: Chris Boies  
Pam Hess  
Brian Lichty  
Melanie Radford

Chairman Harrison called the meeting to order at 6:35pm.

1. Mr. Roper made a motion to approve the agenda. The motion was passed with all in favor.
2. Public Comment - None
3. Mr. Hoff made a motion to approve the February 13<sup>th</sup> & 20<sup>th</sup>, 2020 minutes. The motion was passed with all in favor.
4. Committee Reports
  - Standards - Mr. Lichty reviewed with the group. No questions or comments.
  - Technology - Mr. Roper reported there was no meeting held but mentioned he did meet with the County Administrator to go over budgetary concerns with the new radio system and answered some questions that he had.
  - Budget/Preparation – Mr. Lichty advised the group of a few changes as of now from the original submission; the proposed fuel program has been reduced from \$40,000 down to \$35,000 and is to follow the County system, the proposed supply program has been reduced from \$40,000 down to \$20,000 and is to follow the County procurement system, and the Warren County stipend is being left as is.

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



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5. Unfinished Business
  - Incentive program review – Mr. Lichy reviewed with the group. No questions or comments.
  - Strategic Plan Review – Mr. Lichy reviewed with the group. Mr. Veler verified with Mr. Lichy that the community outreach is a different goal from recruitment. No other questions or comments.
  - Communications/Succession Document-Draft – Mr. Veler requested that in the document in all places where it is written as “Department” for the Fire Companies; it should be listed as “Companies”. There was further discussion regarding the system structure, who and where they should or shouldn’t be listed or placement on the chart, solid versus dotted lines, who does or doesn’t have control, etc. It was decided that Mr. Veler and Mr. Lichy would meet separately to fine tune the chart and bring it back to the Commission.
  - Staffing Plan – No questions or comments.
  - OT Report – Mr., Roper asked if with the addition of the new employees would it be fair to say these hours would be reduced somewhat. Mr. Lichy stated not necessarily due to training, he is looking at different options and needs of the system, but is hoping it will.
  - Mr. Lichy requested a 30 day delay on the User Agreement, the Fiscal Policy and the CIP Plan before moving on these documents further. County Administrator Boies is forming a group consisting of the Chiefs and Presidents of the three Companies, the Director, the Chair of the Fire and EMS Commission, a moderator and the County Administrator himself to discuss these items. Chairman Harrison agreed.
  
6. Report from the Director of Fire and EMS – Mr. Lichy reviewed with the group.  
Discussion-Mr. Roper confirmed with Mr. Lichy that regardless of the type of claims that are submitted to the insurance company; injury, accident, property; the investigation does go through Mr. Lichy as well, not just the individual Fire Company, due to the County being the policy holder.
  
7. New Business-Mr. Boies spoke regarding discussions with the Companies about issues of governess, communication, budget process, structure; the upcoming meeting with a facilitator, John Riley the retired County Administrator from Frederick County, Virginia, to be a third party to come in and help us navigate these issues, to come to an agreement, framework for operating systems, being partners and getting on the same page. The State code very clearly says the BOS basically gives the power to the Fire Companies but at the same time the BOS is not asking to approve dollars spent for donations and things like that, so we just need to be on the same page, to agree to that as a group because we are going to have to work together for many, many years. The volunteers are an integral part of the system and we cannot operate without them and the volunteers cannot operate without the County. We have to be in the same mindset as we operate together and having someone like John Riley with his experience and reputation as being fair; can help us navigate all that. Already thinking of the first session, what is the current landscape and figure out where we want to be? There may be some difficult discussions but it should all be very helpful. He is looking forward to this, a chance to move forward. In order to be successful you have to forget about some of the things in the past and try to come up with a system that we all want to work in. He will be sending the invitation out to the members of the group tomorrow but wanted to have the Commission hear about it first.

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8. Summary of required action
  - Nothing at this time.
9. Mr. Hoff made a motion to adjourn. The motion was passed with all in favor at 7:13pm.

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

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Minutes Transcribed by Melanie Radford

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