



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

AGENDA

June 11th, 2020

6:30pm

Clarke County Government Center – Meeting Room AB

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes – March 12th, 2020 (p.3-5)
4. Committee Reports – Information Only
 - Standards – See Attached report (p. 6-12)
 - Technology – No report prior to meeting (p.)
 - Budget/Preparation – Update only
5. Unfinished Business
 - Incentive program review – Information/Vote (p. 13)
 - Strategic Plan Review (postponed) – ()
 - Communications/Succession Document-Draft (p.14-15)
 - Staffing Plan-Information only (next update July)
 - OT Report-Information only (p. 16)
 - Fire-Rescue Agreement – Information, Discussion (updated timeline, p. 17)
 - Fiscal Policy – Information, Discussion (updated timeline p. 18)
 - CIP Plan – Chiefs/Department Review due back April 1, 2020 – no comments (updated CIP timeline, p. 19)
 - Medicare Project – Information only (updated timeline p. 20)
6. Report from the Director of Fire and EMS – Information Only (p.)
7. New Business
8. Summary of required action
9. Adjourn



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

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

DRAFT



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

MINUTES

March 12th, 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 13th & 20th, 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.



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

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.

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



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

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 9th, 2020 at 6:30pm in the Clarke County Government Center – Meeting Room AB

Minutes Transcribed by Melanie Radford

DRAFT

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.

STANDARDS SUBCOMMITTEE RESPONSE EVALUATION

Month: Mar-20

Total responses in question for month-	28		
11 Minute-No response(True Fail)-	22	Percent of total in question-	78.6%
Delayed Response-	2	Percent of total ALL CALLS-	8.0%
Overburden-	4		
Removed-	0		

DEFINITIONS

11 Minute-No response -Prime requested unit did not respond within 11 minutes

Overburden -Multiple units for single incident from same Company requested; not

Total Responses for Month (all Companies)-	274
Total responses in question for month-	28
Percentage of Responses for Month-	10.2%

Blue Ridge Vol. Rescue	
Total Responses-	28
11 Minute-No Response-	8
Percentage of total responses-	28.6%
Overburden-	1

Blue Ridge Vol. Fire	
Total Responses-	10
11 Minute-No Response-	0
Percentage of total responses-	0.0%
Overburden-	1

Boyce Vol. Rescue	
Total Responses-	41
11 Minute-No Response-	8
Percentage of total responses-	19.5%
Overburden-	0

Boyce Vol. Fire	
Total Responses-	20
11 Minute-No Response-	4
Percentage of total responses-	20.0%
Overburden-	2

Enders Vol. Rescue	
Total Responses-	126
11 Minute-No Response-	2
Percentage of total responses-	1.6%
Overburden-	0

Enders Vol. Fire	
Total Responses-	49
11 Minute-No Response-	0
Percentage of total responses-	0.0%
Overburden-	0

OB	Overburdened	4
TU	True Failure	22
DR	Delayed Resp.	2
RE	Removed	0
TOTAL		28

*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.

STANDARDS SUBCOMMITTEE RESPONSE EVALUATION

Month: Apr-20

Total responses in question for month-	12		
11 Minute-No response(True Fail)-	7	Percent of total in question-	58.3%
Delayed Response-	0	Percent of total ALL CALLS-	3.4%
Overburden-	5		
Removed-	0		

DEFINITIONS

11 Minute-No response -Prime requested unit did not respond within 11 minutes

Overburden -Multiple units for single incident from same Company requested; not

Total Responses for Month (all Companies)-	205
Total responses in question for month-	12
Percentage of Responses for Month-	5.9%

Blue Ridge Vol. Rescue	
Total Responses-	21
11 Minute-No Response-	3
Percentage of total responses-	14.3%
Overburden-	1

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

Boyce Vol. Rescue	
Total Responses-	28
11 Minute-No Response-	2
Percentage of total responses-	7.1%
Overburden-	1

Boyce Vol. Fire	
Total Responses-	16
11 Minute-No Response-	1
Percentage of total responses-	6.3%
Overburden-	3

Enders Vol. Rescue	
Total Responses-	106
11 Minute-No Response-	1
Percentage of total responses-	0.9%
Overburden-	0

Enders Vol. Fire	
Total Responses-	29
11 Minute-No Response-	0
Percentage of total responses-	0.0%
Overburden-	0

OB	Overburdened	5
TU	True Failure	7
DR	Delayed Resp.	0
RE	Removed	0
TOTAL		12

*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.

STANDARDS SUBCOMMITTEE RESPONSE EVALUATION

Month: May-20

Total responses in question for month-	20		
11 Minute-No response(True Fail)-	16	Percent of total in question-	80.0%
Delayed Response-	1	Percent of total ALL CALLS-	6.2%
Overburden-	1		
Removed-	2		

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)-	257
Total responses in question for month-	20
Percentage of Responses for Month-	7.8%

Blue Ridge Vol. Rescue	
Total Responses-	26
11 Minute-No Response-	11
Percentage of total responses-	42.3%
Overburden-	0

Blue Ridge Vol. Fire	
Total Responses-	14
11 Minute-No Response-	0
Percentage of total responses-	0.0%
Overburden-	1

Boyce Vol. Rescue	
Total Responses-	33
11 Minute-No Response-	3
Percentage of total responses-	9.1%
Overburden-	0

Boyce Vol. Fire	
Total Responses-	16
11 Minute-No Response-	1
Percentage of total responses-	6.3%
Overburden-	0

Enders Vol. Rescue	
Total Responses-	132
11 Minute-No Response-	1
Percentage of total responses-	0.8%
Overburden-	0

Enders Vol. Fire	
Total Responses-	36
11 Minute-No Response-	0
Percentage of total responses-	0.0%
Overburden-	0

OB	Overburdened	1
TU	True Failure	16
DR	Delayed Resp.	1
RE	Removed	2
TOTAL		20

*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
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>
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%
March 2020	195	18	9.2%
April 2020	155	6	3.8%
May 2020	191	15	7.8%

<i>Fire - Month</i>	<i>Total Count</i>	<i>Total Fail Count</i>	<i>Total Pct.</i>
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%
March 2020	79	4	5.0%
April 2020	50	1	2.0%
May 2020	66	1	1.5%

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



Division of Fire and Rescue Services

Yearly Response Report

January 1st 2020 – December 31st 2020

<i>Station</i>	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Total</i>
Enders-Fire	37	38	49	29	36								
Enders-EMS	140	116	126	106	132								
Boyce-Fire	18	15	20	16	16								
Boyce-EMS	53	49	41	28	33								
Blue Ridge-Fire	16	13	10	5	14								
Blue Ridge-EMS	41	35	28	21	26								

<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	60	43	55								
Boyce	7	5	3	1	1								
Blue Ridge	1	0	0	0	0								

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	0	1	0								24
FIRE	0	1	0	0	0								1
MA-Given/Request	0	0	0	0	0								0
Warren Co.-EMS	10	13	7	5	10								45
FIRE	6	6	6	2	0								20
MA-Given/Request	0	0	0	0	0								0
Frederick Co.-EMS	16	15	8	2	2								43
FIRE	1	2	1	2	1								7
MA-Given/Request	1	8	5	3	3								20
Fauquier Co.-EMS	7	4	8	5	6								30
FIRE	2	2	2	0	0								6
MA-Given/Request	0	0	0	0	0								0
Loudoun Co.-EMS	0	1	4	1	3								9
FIRE	0	0	3	0	2								5
MA-Given/Request	2	3	2	1	1								9
TOTAL(MA REC)-	57	52	39	18	24	0	0	0	0	0	0	0	190
TOTAL CALLS MO.-	276	178	175	205	257	0	0	0	0	0	0	0	1091
% OF TOTAL CALLS-	20.7%	29.2%	22.3%	8.8%	9.3%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#####	#DIV/0!	#DIV/0!	17.4%

DISPATCH RESPONSE INFORMATION 2020 May

	Dispatch to Enroute	Dispatch to On Scene	Dispatch to Hospital
Blue Ridge - Rescue	7.30	11.29	68.26
Blue Ridge - Fire	5.44	18.18	NA
Boyce-Rescue	4.30	9.51	52.00
Boyce - Fire	3.41	8.56	NA
Enders - Rescue	2.07	8.41	51.56
Enders - Fire	1.58	8.19	NA
Average (all)-	4.02	10.69	NA
Average (Rescue)-	4.56	9.74	57.27
Average (Fire) -	3.48	11.64	NA

DISPATCH RESPONSE INFORMATION - ALL MONTHS

		Blue Ridge - Rescue	Blue Ridge - Fire	Boyce-Rescue	Boyce - Fire	Enders - Rescue	Enders - Fire
FEB	Dispatch to Enroute	5.36	5.55	4.16	5	3.32	5.66
	Dispatch to On Scene	11.92	15.96	10.15	15.7	7.65	14.45
MAR	Dispatch to Enroute	6.89	6.88	4.64	6.05	3.49	5.2
	Dispatch to On Scene	12.97	12.22	10.61	12.32	8	14.71
APR	Dispatch to Enroute	6.45	7.62	5.226	4.64	4.39	2.86
	Dispatch to On Scene	14.86	17.01	11.97	12.08	6.72	8.91
May	Dispatch to Enroute	5.52	5.98	4.63	3.92	2.98	5.32
	Dispatch to On Scene	12.02	23.13	12.05	11.37	7.83	13.77
Jun	Dispatch to Enroute	4.59	3.36	3.13	5.21	2.47	5.12
	Dispatch to On Scene	11.35	12.55	11.28	11.45	7.1	12.36
Jul	Dispatch to Enroute	6.43	5.44	3.44	3.48	2.45	5.34
	Dispatch to On Scene	13.29	15.38	11.39	9.43	6.47	12.32
Aug	Dispatch to Enroute	5.19	6.38	3.38	4.43	2.37	5.05
	Dispatch to On Scene	11.29	15.04	10.42	14.51	7.55	11.08
SEPT	Dispatch to Enroute	5.42	5.05	4	4.58	3.01	4.48
	Dispatch to On Scene	13.43	13.42	9.34	15.35	7.59	10.55
OCT	Dispatch to Enroute	5.19	7.25	3.56	2.51	2.44	4.47
	Dispatch to On Scene	11.29	16.58	9.33	12.02	8.2	12.02
NOV	Dispatch to Enroute	6.48	6.09	4.13	4.15	4.01	5.07
	Dispatch to On Scene	13.33	16.26	11.09	13.59	8.12	11.01
DEC	Dispatch to Enroute	6.07	5.17	4.08	4.18	6.17	5.29
	Dispatch to On Scene	14.19	15.59	10.53	10.07	7.51	12.24
JAN	Dispatch to Enroute	6.16	6.35	3.3	4.01	3.05	4.49
	Dispatch to On Scene	10.29	17.05	11.03	12.57	7.17	10.26
FEB	Dispatch to Enroute	5.55	5.17	3.39	1.47	2.51	4.14
	Dispatch to On Scene	13.57	15.08	9.17	16.44	9.17	16.44
MAR	Dispatch to Enroute	7.01	7.05	4.5	6	2.57	3.54
	Dispatch to On Scene	12.02	20.32	11.45	16.21	7.52	10.2
APR	Dispatch to Enroute	5.19	6.24	6.25	6.8	2.14	3.16
	Dispatch to On Scene	10.52	21	11.51	14.09	8.4	9.27
MAY	Dispatch to Enroute	7.3	5.44	4.3	3.41	2.07	1.58
	Dispatch to On Scene	11.29	18.18	9.51	8.56	8.41	8.19
Average Enroute		5.97	5.92	3.99	4.20	3.15	4.51
Average On Scene		12.47	16.25	10.62	12.78	7.67	11.90

DISPATCH TO ON SCENE WITH CREW STANDARD

	EMS 8 MIN-	EMS 10 MIN-	EMS 15 MIN-	FIRE 10 MIN-	FIRE 15 MIN-	FIRE 20 MIN-
NA	72.44%	86.51%	NA	69.23%	84.62%	
NA	65.49%	85.71%	NA	50.00%	66.67%	
NA	71.07%	84.91%	NA	33.33%	33.33%	
NA	70.00%	88.67%	NA	60.00%	60.00%	
NA	68.53%	83.22%	NA	38.46%	53.85%	
NA	67.94%	87.02%	NA	27.27%	50.00%	
NA	62.59%	77.55%	NA	37.50%	58.33%	
NA	62.39%	78.90%	NA	25.00%	50.00%	
NA	60.00%	78.71%	NA	47.37%	47.37%	
NA	60.61%	73.48%	NA	40.00%	63.64%	
NA	60.67%	79.33%	NA	50.00%	66.70%	
NA	65.77%	83.44%	NA	53.84%	76.92%	
NA	65.55%	87.50%	NA	61.54%	83.33%	
NA	73.73%	90.00%	NA	60.00%	70.00%	
NA	78.13%	90.72%	NA	80.00%	90.00%	
NA	66.39%	91.67%	NA	90.91%	100.00%	
NA	66.96%	84.21%	NA	51.53%	65.92%	
NA	NA	NA	NA	NA	NA	

	Current Mo.	Past Mo.	Eval
Average all Enroute-	4.62	4.69	0.07
Average all On Scene-	11.95	12.07	0.12
Avg. Enroute Rescue-	4.37	4.37	(0.00)
Avg. Enroute Fire-	4.88	5	0.12
Avg. On Scene Rescue-	10.25	10.28	0.03
Avg. On Scene Fire-	13.64	13.85	0.21

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	MAR-COVID	Qtr Avg	APR	APR - COVID	MAY	MAY - COVID	JUN
ENDERS	95	124.8	55.95	91.9	84	161	133.3	126.08	251.75	125.5	206.9	1111.75	194.7	491	1858	342.8	1699.5	
BOYCE w/pt	281.8	203.5	258.5	247.92	274.5	215.95	240.5	243.65	190.5	158	261.5	842.75	203.3	296	1026	306.8	1057.3	
BLUE RIDGE	198.5	215	31.7	148.4	29.29	126.5	79	78.263	126.25	218	236.75	807.5	193.7	224	832	22.5	230.5	
Total All	575.3	543.3	346.2		387.8	503.45	452.8		568.5	501.5	705.15	2762		1011	3716	672	2987.3	0
# FT Crew (208hrs)	2.77	2.61	1.66		1.86	2.42	2.18		2.73	2.41	3.39			4.86		3.23		

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

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

*-With avg. & w/pt

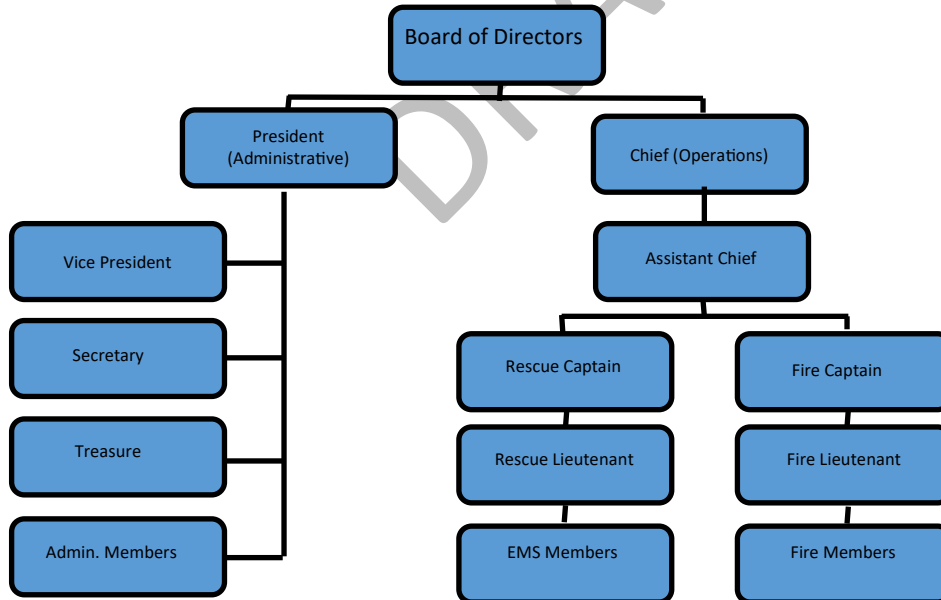
COMMUNICATIONS AND FIRE DEPARTMENT STRUCTURE

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

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

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

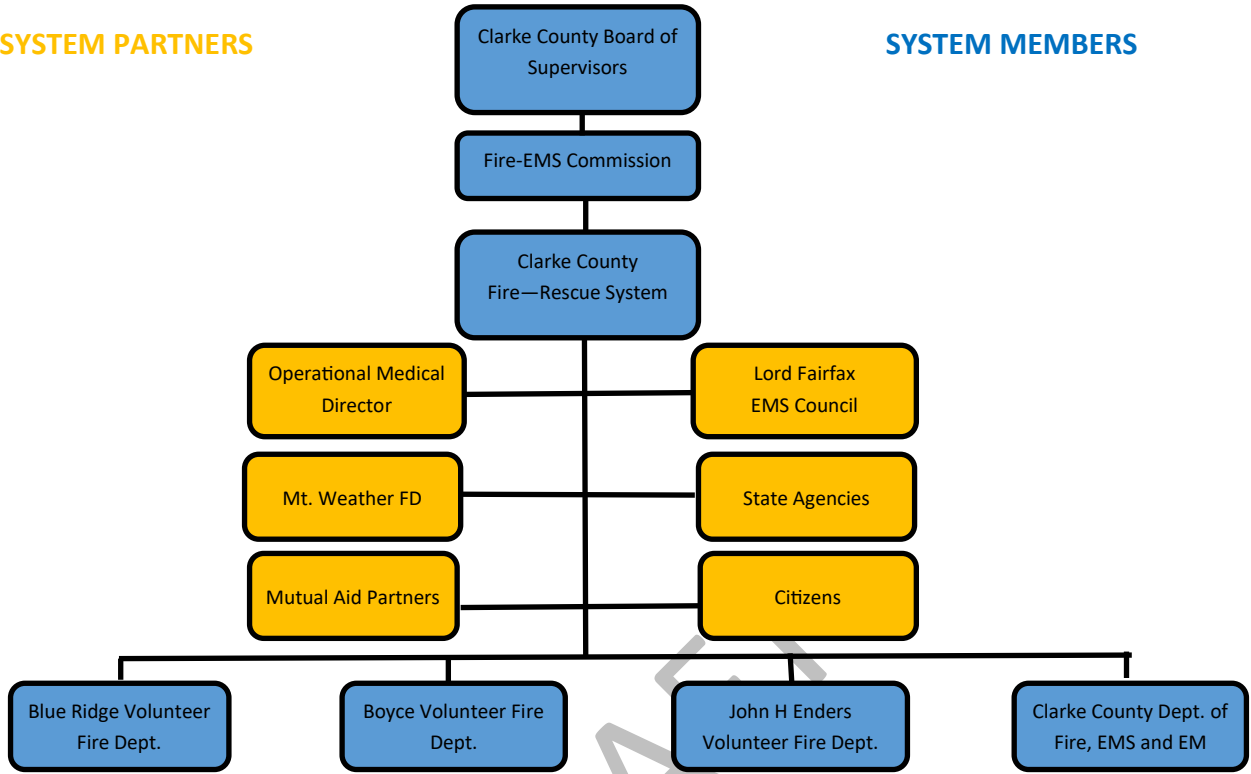
One example of how your department may be structured;



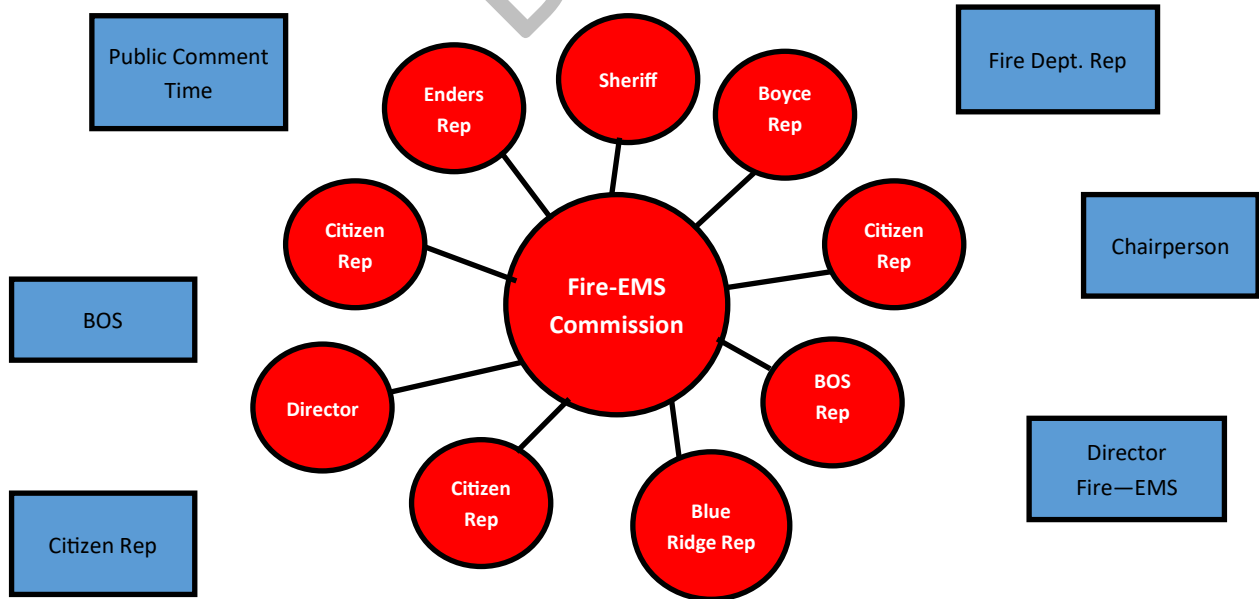
FIRE—RESCUE SYSTEM STRUCTURE

SYSTEM PARTNERS

SYSTEM MEMBERS



How to Communicate with the Fire—EMS Commission



Methods to bring topics/concerns before the Commission

Commission Members

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	24	0	72		627
Late/Early Calls	5	2.5	0.5	2	15.25	21.5	3.25	4.75	4	22	0		80.75
Waiting Relief	0	0	1.5	0	0	0.25	0	0	0	0	0		1.75
Training	3	0	7	8	4	8	108	13.5	5.5	1	20.25		178.25
Other	4.5	2.5	16	25.5	21	6.5	22	5.5	4.5	0	0		108
Other-COVID	NA	NA	NA	NA	NA	NA	NA	NA	52	43	10		105
PT Over Hours	8	0	0	8	15	0	7	0	0	0	0		38
	140.5	86	205	103.5	79.25	72.25	170.25	23.75	90	66	102.25	0	1138.75

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Leave Hours(Month)	48	48	96	110	36	84	48	72	168	94	336		1140
EL Hours(Month)	48	4	0	0	24	0	0	0	0	0	0		76

-Annual CEU training

Other

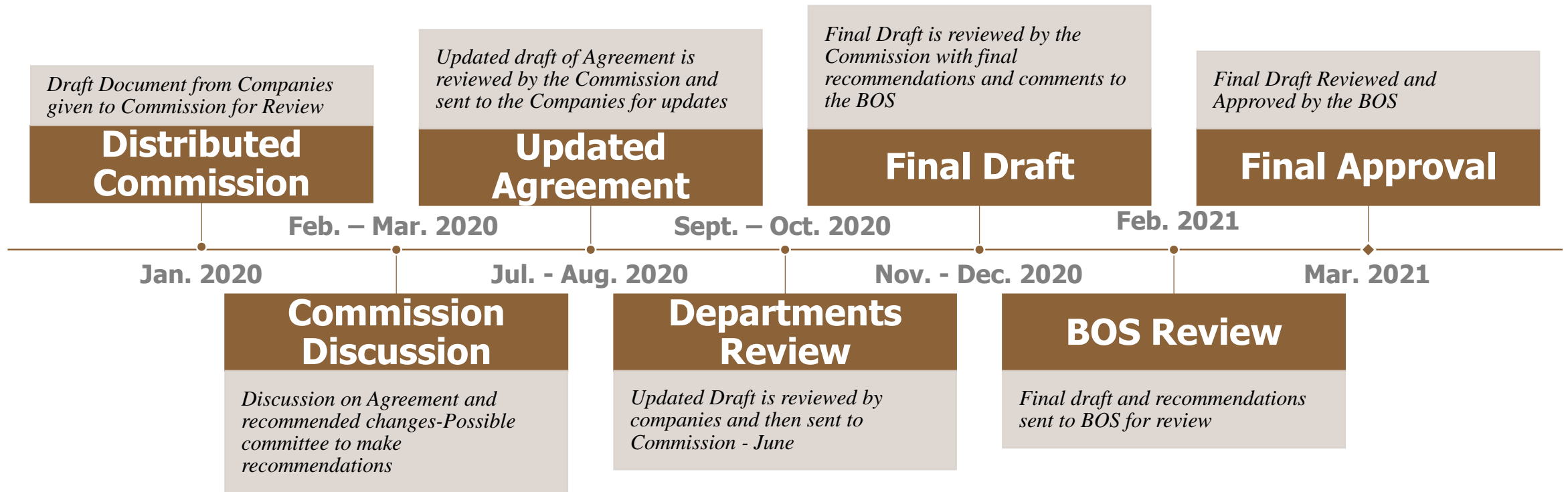
- Staff Meetings
- Meetings
- Grant Work
- Pub Ed events

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	COVID Incident
Apr 20	COVID Incident
May 20	COVID Incident, 1 FTE out Medical Condition, Vacations, DPO-Aerial Class
Jun 20	

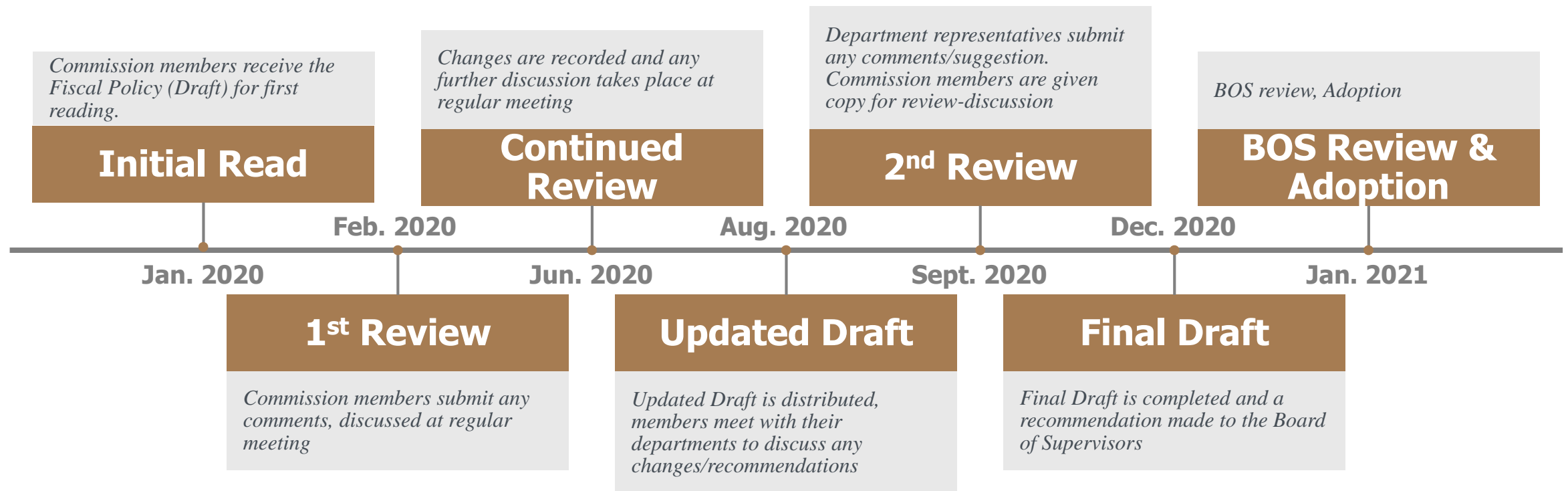
Fire-Rescue Agreement (COVID delay updated)

Timeline



Fiscal Policy (COVID delay updated)

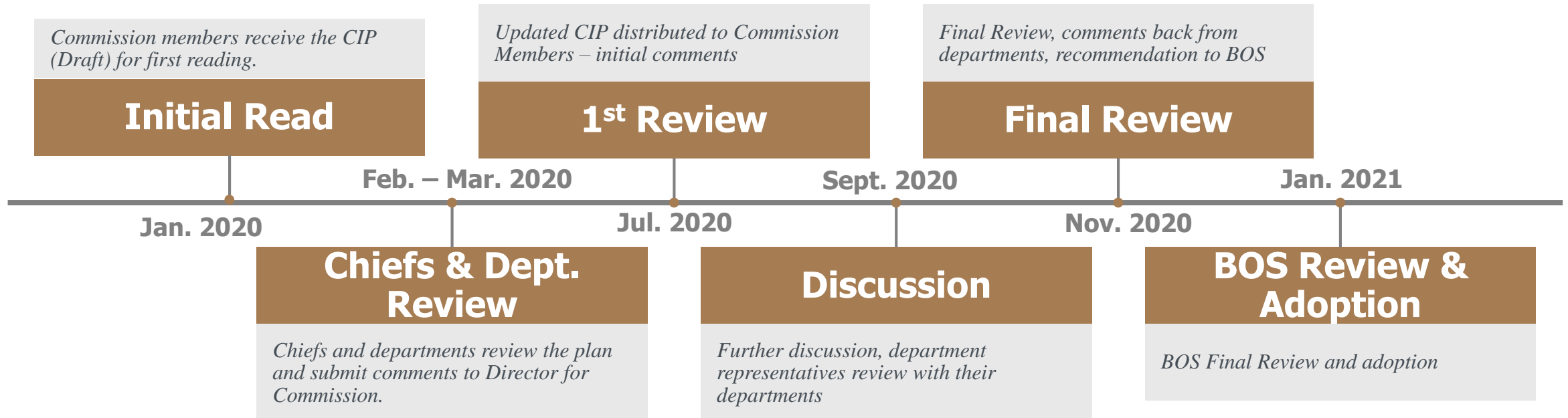
Timeline



Due to COVID delay this policy will go into effect for FY 22 – 23 budget process

CIP (COVID delay updated)

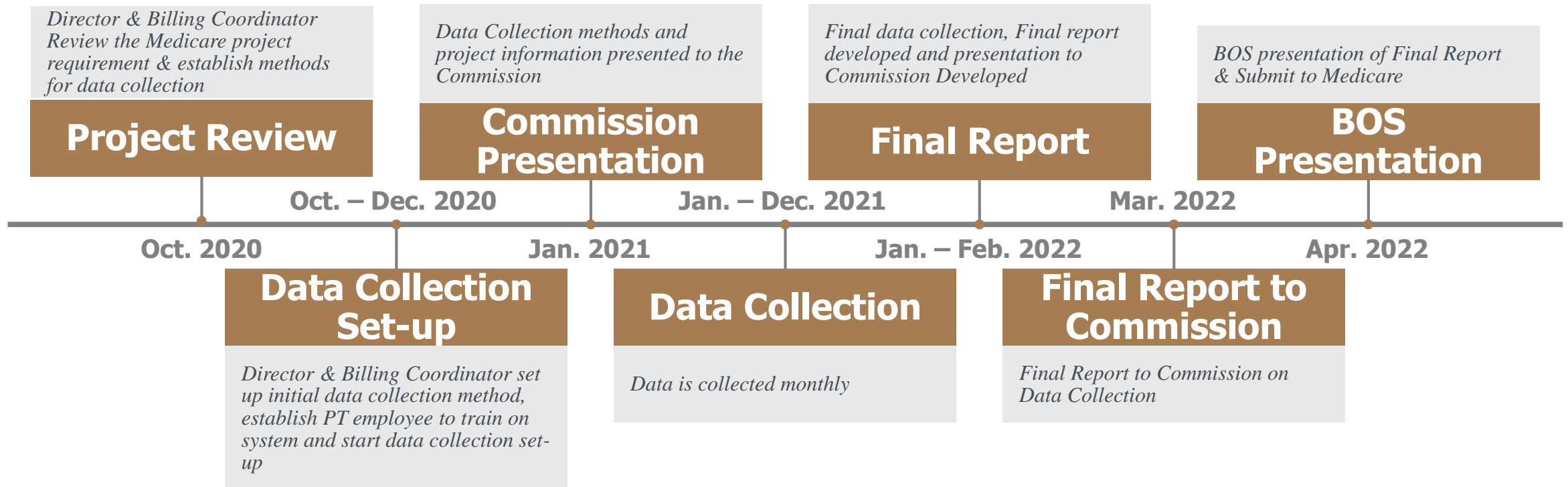
Timeline



Due to COVID delay this policy will go into effect for FY 22 – 23 budget process

Medicare Review (COVID delay updated)

Timeline



Processes Delayed – CMS Delay 1 year



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

DIRECTORS REPORT

Month-June2020 (updated 5/20/2020)

Standard Reports

- Response Report –See the attached report
- Billing Report – See the attached reports

Updates-

- Top 3 categories for Errors – These errors seem to be the top for the past 3 months
 - Other (missing reports)
 - Procedure
 - Hospital Information
- Recent SOGs adopted:
 - Medication storage
- Upcoming SOGs
 - None

-Emergency Management – It has been a very busy time for EM, with average time spent on EM from 20% to an estimated 85%

- LEMPG Grant quarterly report 1, 2 & 3 have been filed, and our first reimbursements for this FY.
- 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 – Due to pandemic this has been postponed, unknown timeline**
- Worked to develop information for Damage Assessment (Virginia and FEMA – Public Assistance (PA) programs)
- Have been keeping up with daily SIT Reps on the Fire – Rescue COVID page, this also includes a daily hospital status sheet and daily numbers. Initially this was done every day now it is done M-F of each week.
- Weekly Conference calls with State and Federal partners on statuses. Additionally, bi-monthly meetings with our most vulnerable populations.
- Working with County Administrator, JAS Director to review the CARES Act local funding provided through pass-through by the state.

Office: 540-955-5113

101 Chalmers Ct., Suite B
Berryville, VA 22611

Fax: 540-955-5180

- Submitted a AFG-COVID supplemental grant for SCBA adaptors w/filters and infection control kits for all providers
- Developed a Pandemic Plan for County EOP (annex) in review and should be ready for comments in the coming months.

-Budget

- FY 21 – 22 Budget was passed with a few items placed into a contingency account, that will be approved as funding allows. Fire-Rescue items in the contingency include;
 - High Risk Retirement
 - Physico Cloud integration
 - Lifepack maintenance contract
- See above comments about AFG Supplemental grant for COVID
- 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 – delayed due to COVID and production issues.**
- 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;
- The County Administrator and the JAS Director have sent out a survey to all personnel about this past year’s budget process for comments, concerns. This survey was sent to the volunteer departments as well.
- AFG Grant was submitted for radio replacements – results should be known this summer

-Strategic Goals

1) Strategic Vision and Effective Leadership

- The County is working on updating the website. **Update – The new county website is up and running, as stated before a Fire-Rescue COVID page was created to help keep responders up to date.**
- The Chiefs are reviewing some programs that will track certifications management to meet the objectives identified in the Strategic Plan. **Update – No update at this time Chiefs have not met.**

2) Fire and EMS Operations

- SAFER positions Update- We have just passed the 2 month date, the first official review will take place at the end of June.
- 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 placed on CF-33 at Enders, as things calm down with the COVID stuff will start to deploy the other MDTs**

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 – All stipends for FY20 have been processed, we have had less than 20% of all quarterly reports sent in for this year.**
- High Risk Retirement study – There is going to be a recommendation now that some questions have been answered on starting the study in June, the first part of this study will take 60 – 90.

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.**
- The Medicare project has been delayed by 1 year – This is not due to the pandemic but rather a concern over some conflicting information in the documents. We did hire a PT person to work on this project and will change focus on preparing for the project and being the back-up for Mrs. Radford.
- We have had 1 employee who is leaving to go work for Loudoun County, there is an exit interview scheduled with them for May 26th. We have 2 people that were on the old list, will be contacting them to see if they are still interested.

5) Health and Safety

- Insurance Claims for the month –
 - Umbrella Liability –
 - None
 - Auto –
 - Tanker 1– Damage when backing into bay (damage significant) – Estimates complete and first check sent to repair garage, could be some additional costs. Estimated completion of the project will depend on parts delivery.
 - Property –
 - None
 - Workers Comp. –
 - Had 1 employee who struck their head on a part of the unit, first aid on scene, report taken, nothing further
- Physical company back up in a limited capacity, due to budget concerns we will not be sending any more employees this Fiscal year, except for possible new hire.

- We have one employee who is out with a serious medical condition. Will be working with them, as they find out more.
- We did lose one employee to another jurisdiction, we are working to fill the position. This is a SAFER position.

6) Employee Development

- Training advisories are going out as received and date of classes are included in the monthly Newsletter.
- Due to pandemic the “in-county” EVOG class had to be cancelled, additionally alterations to CPR program. We will working in the coming months to get training rescheduled.

7) Community Outreach

- Nothing new to report at this time.

Other remarks

Clarke County Fire & EMS
FY 19-20 Closing Balance Summary

Description	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	YTD Totals
Billable Calls												
Enders (Co 1)	68	73	53	76	52	74	78	62	78	59	69	742
Boyce (Co 4)	15	19	14	13	18	18	17	17	10	12	10	163
Blue Ridge (Co 8)	6	8	2	7	8	4	9	6	4	2	5	61
Total # of Billable Calls	89	100	69	96	78	96	104	85	92	73	84	966
ALS Trips Billed	41	45	30	50	37	52	53	50	41	35	37	471
BLS Trips Billed	48	54	38	44	36	43	48	31	46	30	42	460
TNT Trips Billed	0	1	1	2	5	1	3	4	5	8	5	35
Total	89	100	69	96	78	96	104	85	92	73	84	966
Calls Dispatched												
Co 1 Career	44	39	40	43	52	47	44	60	48	30	40	487
Co 1 Volunteer	9	9	7	3	5	5	6	2	3	3	5	57
Co 1 Split	40	47	25	45	23	37	42	12	43	43	54	411
Co 4 Career	2	4	2	0	5	5	1	1	0	1	2	23
Co 4 Volunteer	11	12	9	19	15	17	18	3	7	11	16	138
Co 4 Split	15	19	14	11	15	8	12	20	11	3	5	133
Co 8 Career	0	3	5	5	3	2	0	0	0	0	0	18
Co 8 Volunteer	3	14	0	8	10	4	11	7	4	7	8	76
Co 8 Split	10	9	2	4	2	3	0	0	1	0	1	32
Unknown	15	19	15	21	10	26	21	27	20	13	14	201
Total # of Calls Dispatched	149	175	119	159	142	154	155	132	137	111	145	1578
Patient Payments	\$6,171.24	\$2,547.03	\$2,272.98	\$2,921.00	\$2,596.06	\$4,070.95	\$1,967.88	\$3,314.46	\$2,179.42	\$3,825.22	\$5,799.25	\$37,665.49
TNT Payments	\$285.00	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$112.50	\$0.00	\$0.00	\$0.00	\$0.00	\$547.50
COVID-19 HHS Stimulus										\$20,501.43		\$20,501.43
Total Payments	\$43,220.21	\$41,272.84	\$36,982.58	\$27,294.06	\$44,224.06	\$37,145.27	\$42,579.03	\$33,702.81	\$41,326.07	\$46,201.16	\$36,851.97	\$430,800.06