



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

MINUTES

August 13th, 2020 6:30pm

Clarke County Government Center – Meeting Room AB

Attendees: Diane Harrison, Chairman
 Matt Hoff
 Randall Loker
 David Weiss
 Randy Buckley
 David Beatty
 Keith Veler-arrived at 6:51pm

Absent: Tony Roper

Staff: Pam Hess
 Chris Boies
 Brian Lichty
 Melanie Radford

Chairman Harrison called the meeting to order at 6:30pm. Mr. Lichty requested to add the Blue Ridge staffing request under New Business on the agenda.

1. Mr. Hoff 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 July 9th, 2020 minutes. The motion was passed will all in favor.
4. Committee Reports
 - Standards – Mr. Lichty reviewed with the group. No comments or questions.
 - Technology – No report prior to the meeting.
 - Budget/Preparation – Nothing to report.
5. Unfinished Business
 - Incentive program review – Mr. Lichty reviewed with the group. No comments or questions.
 - Communications/Succession Document-Final Draft - Ms. Harrison requested postponement until the next meeting.
 - OT Report - Mr. Lichty reviewed with the group. Ms. Harrison asked if the additional FTE position Mr. Lichty has requested; would that help reduce some of the OT hours. Mr. Weiss commented that it was brought in front of the Finance Committee and any input or

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recommendations would be welcomed to be heard. Mr. Lichy explained that it is felt that the cost could be offset by some of the COVID funds. Mr. Boies clarified that this is not changing the staffing structure at all, it's temporarily replacing an FTE position for an employee who is out on long term medical leave and hoping this will help to fill the gap and with 1 or 2 potential retirements coming soon, it will allow them to easily fit into one of those roles.

- Fire-Rescue Agreement – Requested postponement until next meeting.
- Fiscal Policy – Requested postponement until next meeting.
- CIP Plan – Requested postponement until next meeting.
- Fire – EMS Admin Meeting – Ms. Harrison commented that they went through a good exercise identifying different areas, brought together the 3 stations, helped with communication, finding some commonality and the next meeting will be in more detail going over the agreement line by line. It developed a good working situation that they can move forward with.

6. Report from the Director of Fire and EMS – Mr. Lichy reviewed with the group.
Discussion – Ms. Harrison asked what exactly the AeroClave was/does. Mr. Lichy explained. No other questions or comments.
7. New Business-Blue Ridge Staffing request – Mr. Lichy reviewed with the group. Mr. Weiss explained that this request came to the BOS in a work session. They are interested in the Commission's opinion or recommendation. They are willing to help to remedy some of the problems and have some kind of plan; it's a fluid situation especially with COVID. Discussion involved topics regarding if the positions would be full time or part time, the pay scale, the use of CARES funding, the current part time employees availability, potential restrictions still in place from their full time jobs, applicable qualifications or certifications required for new hires, personnel coverage, making adjustments to the current staffing plan; how that could be detrimental to the progress already achieved and conflict with the specifications of the grant for a system wide improvement, reviewing current dispatch protocols, mutual aid and how the previous staffing request was handled. An inquiry was made for the possibility of volunteers from other stations to help cover at Blue Ridge. It was described by the Chief of Enders that their volunteers would not likely do so due to the lack of incoming calls at Blue Ridge. Mr. Weiss complimented Chief White for writing such a difficult letter, notifying the BOS of the situation and for putting the community first. The BOS will be making a decision on Tuesday and that the County is not in a financial position to make a long term commitment at this time; that will be discussed further at a later time. He commented our County is facing the same issues that other localities are facing right now; we have to try to fix the immediate issue. Ms. Harrison asked for a consensus of the group to have Mr. Lichy present his recommendations to the BOS with full support from the Commission. All members agreed.

Mr. Veler requested to go back to the Directors report section to ask specific questions that Enders had regarding some of the information listed. There are as follows:

- Page 6 Standards - asked for a better explanation of the RE removed category.
The subcommittee agreed to do so; there would be a specific reason. Mr. Hoff stated the definition is on the bottom of the page; a call that did not fit any of the other criteria-not a clear fail, overburden. Mr. Weiss added that if he recalled, some of the stations felt it was unfair and requested an additional category to be included. Mr. Lichy will bring the specific examples next meeting for clarification.

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- Page 7 - where does the raw data come from? - All the information gets pulled from the CAD system and the daily discrepancies Mr. Lichty goes over; the reports used come directly from Ms. Hess at the ECC. The information can be pulled from the CAD monitoring stations but not everyone has access to all reports.
 - Page 8 Mutual Aid - why is Jefferson County not listed? – It was not one that was asked to be on there. Mr. Lichty can add if the Commission wants; however, the report was supposed to identify when Clarke is getting assistance not giving it.
 - Page 12 Incentive - what is the difference between July and July COVID? - July plainly meets the standards of the incentive program. July COVID is everyone, any one at any time.
 - Page 17 Budget - the survey sent out to personnel, who were the personnel? - Mr. Boies sent it to all the individual fire companies and every county department.
 - Mr. Veler asked if there was anything that Enders volunteers could do to help the 2 new Lieutenants with some of their additional duties? Mr. Lichty stated, not at this time, but appreciated the offer.
 - The high risk retirement - asked for an explanation - The BOS requested an actuarial LEOs study done for more information, looking at the expense of the program. The Sheriff's office has it currently and it's being looked into for the Fire-Rescue division.
 - Is the Medicare project the same as audit? - No, this is a data collection project that Medicare has issued that they will use for evaluating their payment rates. An audit is completely different and can be required at any time.
 - Training classes are just starting to revamp, are there any other resources that the County could use to post for any level volunteer? - Usually it is posted on the County website and any training advisories Mr. Lichty receives he sends them out through the group email.
 - Mr. Veler mentioned that Enders is starting a Juniors Program. He will need to be able to provide them easy access to classes that are available and help coach them through the program. He would also like to talk to Mr. Lichty regarding how he could possible get help from the County.
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- Mr. Hoff announced that the Leesburg Volunteer Fire Company decided not to sell the pumper after all. Boyce will still have first right to it if they do change their mind.
 - Mr. Weiss thanked Mr. Veler for communicating information like that to the Commission, that's the design, having the membership more involved.
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 7:50pm.

All meeting documents will be distributed at meeting. Next meeting is on September 10th, 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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