



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

AGENDA

October 8, 2020

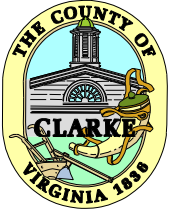
6:30pm

Clarke County Government Center – Meeting Room AB

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes – September 10th, 2020 (p. 3-5)
4. Committee Reports – Information Only
 - Standards – See Attached report (p.6-12)
 - Technology – No report prior to meeting
 - Budget/Preparation – No Report
5. Unfinished Business
 - Incentive program review – Information (p.13)
 - Communications/Succession Document-Final Draft (see previous documents)
 - OT Report-Information only (p.14)
 - Fire-Rescue Agreement – Discussion/Review (p. 15-24)
 - Blue Ridge Staffing update – Information only (p. 25-26)
6. Report from the Director of Fire and EMS – Information Only (p. 27-29)
7. New Business
8. Summary of required action

9. Adjourn

All meeting documents will be distributed at meeting. Next meeting is on October 8th, 2020 at 6:30pm in the Clarke County Government Center – Meeting Room AB



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

MINUTES

September 10th, 2020 6:30pm

Clarke County Government Center – Meeting Room AB

Attendees: Diane Harrison, Chairman
Matt Hoff
Randall Loker
Tony Roper
Randy Buckley
David Beatty
Keith Veler

Absent: David Weiss

Staff: Pam Hess
Chris Boies
Brian Lichty
Melanie Radford

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

1. Mr. Hoff made a motion to approve the agenda. The motion was passed with all in favor.
2. Public Comment - None
3. Mr. Buckley made a motion to approve the August 13th, 2020 minutes. The motion was passed with all in favor.
4. Committee Reports
 - Standards – Mr. Lichty reviewed with the group, explained more about the “removed” category and “enroute” times. It was confirmed that the Clarke County and Warren County boundary lines have been adjusted. Mr. Beatty had several questions regarding specific data with a break out of nature codes, level of call, dispatch type, etc. and it was determined that he will set up an appointment with Mr. Lichty to discuss further. Mr. Lichty explained there was a discrepancy with the total payments received for TNT’s; the amount listed is only from patient payments and does not include the insurance companies’ payments. Ms. Radford is working with the billing company to reference this within the category to give an accurate account. Mr. Loker had general questions regarding the billing information and it was confirmed that turnaround for collection of fees average half a month, there are no delinquencies of accounts due to “soft-billing” and the average collection rate is in the high 70’s percentile.

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

- Technology – Nothing to report.
- Budget/Preparation – Nothing to report.

5. Unfinished Business

- Incentive program review – Mr. Lichy reviewed with the group. No comments or questions.
- Communications/Succession Document-Postponed until further notice.
- OT Report-Mr. Lichy reviewed with the group. No comments or questions.
- Fire-Rescue Agreement – Ms. Harrison announced that the group met last week, they are about halfway through the agreement, making progress and should have more information available for the next Commission meeting.
- Fiscal Policy & CIP Plan– Postponed until further notice.
- Blue Ridge Staffing update – Mr. Lichy informed the group of days that have been staffed, upcoming days, along with applicant’s statuses. Discussion involved availability with the County’s current part time employees, some Covid restrictions still in place with their full time employers along with shift changes and communication through the scheduling system. Mr. Hoff made a suggestion to Chairman Harrison that the group goes back to evaluating the Blue Ridge staffing request on a month to month basis again like it was done before. He thinks it would help the Commission to see whether this is helping the system as a whole, to help make financial decisions going forward; once the Covid funding has stopped and to inform the BOS. Ms. Harrison agreed and felt the evaluation would be a good thing to do. Mr. Hoff made a motion to review the Blue Ridge staffing request on a month to month basis as it was done previously. All members voted in favor except Mr. Beatty who was opposed. Mr. Lichy asked what information the Commission would like to be tracked. Ms. Harrison stated the same as before. Further lengthy discussion within the group regarding reporting of staffed days, not staffed, letter from the Chief with good and/or bad results, call volume, first due, call types, response times, statically data, box numbers, rendering care, enroute to on scene, positive and negative effects within the system. Mr. Roper mentioned to Chairman Harrison, that a motion had been made, the Commission voted on it with one member in opposition as dually noted; suggested that these kinds of things will not be settled at the Commission level and they should follow parliamentary procedures; there was a motion by a member and it passed. No other comments or questions.

6. Report from the Director of Fire and EMS – Mr. Lichy reviewed with the group and mentioned that the BOS are working on a letter to the State and Federal levels for any possible CARES funding requesting help to offset some of the loss of revenues for the Volunteer Companies directly.
Discussion – Ms. Harrison questioned the missing reports mentioned at the beginning of the Directors report. Mr. Lichy explained these are individual rescue or fire reports that have not been completed in ImageTrend. The individuals are contacted directly, through Lieutenants or the Chiefs.

7. New Business- Ms. Harrison reminded the group that budget time is nearing and will need to start developing a schedule for the next couple of months. Mr. Boies mentioned this is one of the items being discussed in the agreement meetings and needs to be finalized there first. Mr. Beatty cited several suggestions to include the gas program and verifying the evaluation of it, the frustration Blue Ridge has
- 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

regarding not getting an immediate turn around for their staffing request, clarification on the reasons that one person cannot be at the station alone and the availability of the volunteers at Blue Ridge. Mr. Beatty made a motion to use CARES funding to purchase an AeroClave decontamination system to be placed at Boyce and Blue Ridge. Ms. Harrison mentioned that she wasn't sure if this is the appropriate level to make this request. Discussion within the group regarding the cost of the systems, portability, additional resource for other departments like the Sheriffs vehicles, lead time and potential backordered item, the potential risk of other items needing to be purchased being jeopardized due to this purchase, the individual companies maintaining the upkeep, purchasing of the consumables being used, etc. Mr. Beatty withdrew his motion and the group came to a general consensus to evaluate this topic further. Mr. Beatty expressed his concern for the residents of box 8; looking at the data for a better understanding as he discussed earlier and he will meet with Mr. Lichty to look closer. He also mentioned pagers not going off or tones being dropped; he will get the specific information to Mr. Lichty to look into further. Mr. Veler had questions about a volunteer recruitment retention program and the County website being updated for training opportunities. Mr. Lichty explained that there is not currently a program in place but it is being looked into and once things with the pandemic and the Blue Ridge staffing eases more, the website will become a focus again. Mr. Beatty inquired if the agreement with Warren County and the funds paid to them for this year, if the remainder of the year could be taken back from them now that the boundaries have been adjusted. Ms. Harrison explained no, that is not part of the agreement. It was also expressed that no other surrounding Counties have a first due inside Clarke County, originally it was a volunteer company that was created to cover both counties and has nothing to do with its physical location, their station is always staffed and Clarke is getting their money's worth having them to help.

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 7:49pm.

All meeting documents will be distributed at meeting. Next meeting is on October 8th, 2020 at 6:30pm in the Clarke County Government Center – Meeting Room AB

Minutes Transcribed by Melanie Radford

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: September

Total responses in question for month-	21		
11 Minute-No response(True Fail)-	12	Percent of total in question-	57.1%
Delayed Response-	1	Percent of total ALL CALLS-	4.4%
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 requested; not

Total Responses for Month (all Companies)-	275
Total responses in question for month-	21
Percentage of Responses for Month-	7.6%

Blue Ridge Vol. Rescue	
Total Responses-	26
11 Minute-No Response-	6
Percentage of total responses-	23.1%
Overburden-	3

Blue Ridge Vol. Fire	
Total Responses-	10
11 Minute-No Response-	1
Percentage of total responses-	10.0%
Overburden-	0

Boyce Vol. Rescue	
Total Responses-	52
11 Minute-No Response-	4
Percentage of total responses-	7.7%
Overburden-	4

Boyce Vol. Fire	
Total Responses-	24
11 Minute-No Response-	1
Percentage of total responses-	4.2%
Overburden-	0

Enders Vol. Rescue	
Total Responses-	132
11 Minute-No Response-	0
Percentage of total responses-	0.0%
Overburden-	0

Enders Vol. Fire	
Total Responses-	31
11 Minute-No Response-	0
Percentage of total responses-	0.0%
Overburden-	0

OB	Overburdened	7
TU	True Failure	12
DR	Delayed Resp.	1
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.

DISPATCH RESPONSE INFORMATION 2020 SEPTEMBER

	Dispatch to Enroute	Dispatch to On Scene	Dispatch to Hospital
Blue Ridge - Rescue	6.12	12.05	61.56
Blue Ridge - Fire	7.00	11.34	NA
Boyce-Rescue	4.06	11.28	50.26
Boyce - Fire	6.18	11.49	NA
Enders - Rescue	1.57	8.08	50.18
Enders - Fire	2.34	7.18	NA
Average (all)-	4.55	10.24	NA
Average (Rescue)-	3.92	10.47	54.00
Average (Fire) -	5.17	10.00	NA

DISPATCH RESPONSE INFORMATION - ALL MONTHS

		Blue Ridge - Rescue	Blue Ridge - Fire	Boyce-Rescue	Boyce - Fire	Enders - Rescue	Enders - Fire
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
JUN	Dispatch to Enroute	8.02	7.02	3.35	3.29	2.1	2.34
	Dispatch to On Scene	12.5	9.08	9.06	10.34	8.01	8.24
JUL	Dispatch to Enroute	5.52	6.32	4.12	3.59	1.52	3
	Dispatch to On Scene	18.18	11.52	10.07	14.24	9.05	11.16
AUG	Dispatch to Enroute	6.54	4.48	4.17	4.05	1.54	3.13
	Dispatch to On Scene	13.45	30.03	12.01	10.26	7.51	8.45
SEPT	Dispatch to Enroute	6.12	7	4.06	6.18	1.57	2.34
	Dispatch to On Scene	12.05	11.34	11.28	11.49	8.08	7.18
Average Enroute		6.02	5.87	3.99	4.19	2.65	3.99
Average On Scene		12.59	16.56	10.62	12.47	7.86	10.87

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	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	78.36%	95.56%	NA	85.71%	85.71%
NA	74.80%	93.55%	NA	88.24%	94.12%
NA	72.39%	91.11%	NA	73.91%	78.26%
NA	73.33%	90.83%	NA	57.89%	63.16%
NA	68.30%	85.96%	NA	57.51%	70.08%
NA	NA	NA	NA	NA	NA

	Current Mo.	Past Mo.	Eval
Average all Enroute-	4.45	4.49	0.04
Average all On Scene-	11.83	11.93	0.10
Avg. Enroute Rescue-	3.92	4.08	0.16
Avg. Enroute Fire-	5.17	3.89	(1.28)
Avg. On Scene Rescue-	10.47	10.99	0.52
Avg. On Scene Fire-	13.30	16.25	2.95

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	0	0	0	0				24
FIRE	0	1	0	0	0	0	0	0	0				1
MA-Given/Request	0	0	0	0	0	0	0	0	0				0
Warren Co.-EMS	10	13	7	5	10	9	15	12	7				88
FIRE	6	6	6	2	0	2	9	5	12				48
MA-Given/Request	0	0	0	0	0	0	0	0	0				0
Frederick Co.-EMS	16	15	8	2	2	9	5	8	4				69
FIRE	1	2	1	2	1	0	1	1	4				13
MA-Given/Request	1	8	5	3	3	2	3	3	3				31
Fauquier Co.-EMS	7	4	8	5	6	4	8	4	6				52
FIRE	2	2	2	0	0	2	5	5	2				20
MA-Given/Request	0	0	0	0	0	3	0	0	1				4
Loudoun Co.-EMS	0	1	4	1	3	1	6	2	3				21
FIRE	0	0	3	0	2	0	4	1	1				11
MA-Given/Request	2	3	2	1	1	2	1	7	3				22
TOTAL(MA REC)-	57	52	39	18	24	27	53	38	39	0	0	0	347
TOTAL CALLS MO.-	276	178	175	205	257	254	293	323	275	0	0	0	2236
% OF TOTAL CALLS-	20.7%	29.2%	22.3%	8.8%	9.3%	10.6%	18.1%	11.8%	14.2%	#DIV/0!	#DIV/0!	#DIV/0!	15.5%



***Division of Fire and Rescue Services
Response Review Report
Year to Date 2020 - 2021***

<i>EMS - Month</i>	<i>Total Count</i>	<i>Total Fail Count</i>	<i>Total Pct.</i>
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%
June 2020	199	12	6%
July 2020	215	22	10.2%
August 2020	224	13	5.8%
September 2020	210	10	4.7%

<i>Fire - Month</i>	<i>Total Count</i>	<i>Total Fail Count</i>	<i>Total Pct.</i>
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%
June 2020	55	4	7.2%
July 2020	78	4	5.1%
August 2020	99	1	1.0%
September 2020	65	2	3.0%

****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	33	47	54	31				
Enders-EMS	140	116	126	106	132	141	141	147	132				
Boyce-Fire	18	15	20	16	16	16	22	28	24				
Boyce-EMS	53	49	41	28	33	38	42	42	52				
Blue Ridge-Fire	16	13	10	5	14	6	9	17	10				
Blue Ridge-EMS	41	35	28	21	26	20	32	35	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	64	53	66	52				
Boyce	7	5	3	1	1	2	0	3	4				
Blue Ridge	1	0	0	0	0	0	3	2	0				



Division of Fire and Rescue Services

Response Review Report

September 1, 2020 – September 30, 2020

<i>Station</i>	<i>AM Count</i>	<i>PM Count</i>	<i>WK Count</i>	<i>Total Count</i>	<i>AM Fail Count</i>	<i>PM Fail Count</i>	<i>WK Fail Count</i>	<i>Total Fail Count</i>	<i>AM Pct.</i>	<i>PM Pct.</i>	<i>WK Pct.</i>	<i>Total Pct.</i>
Enders-Fire	14	5	12	31	0	0	0	0	0%	0%	0%	0%
Enders-EMS	64	40	28	132	0	0	0	0	0%	0%	0%	0%
Boyce-Fire	9	11	4	24	0	2	0	2	0%	18.2%	0%	8.3%
Boyce-EMS	24	20	8	52	1	7	0	8	4.2%	35%	0%	15.4%
Blue Ridge-Fire	4	4	2	10	0	1	0	1	0%	25%	0%	10%
Blue Ridge-EMS	11	5	10	26	3	4	3	10	27.3%	80%	30%	38.5%

**Clarke County Fire & EMS
FY 20-21 Closing Balance Summary**

Description	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	YTD Totals
Billable Calls							
Enders (Co 1)	69	78					147
Boyce (Co 4)	10	16					26
Blue Ridge (Co 8)	4	6					10
Total # of Billable Calls	83	100					183
ALS Trips Billed	43	48	48				139
BLS Trips Billed	37	47	41				125
TNT Trips Billed	3	5	6				14
Total	83	100	95				278
Calls Dispatched							
Co 1 Career	44	55	64				163
Co 1 Volunteer	7	8	1				16
Co 1 Split	48	52	40				140
Co 4 Career	8	2	1				11
Co 4 Volunteer	9	8	11				28
Co 4 Split	6	10	14				30
Co 8 Career	0	0	2				2
Co 8 Volunteer	9	9	7				25
Co 8 Split	1	2	0				3
Unknown	21	15	14				50
Total # of Calls Dispatched	153	161	154				468
Patient Payments	\$2,819.77	\$3,861.55	\$3,861.54				\$10,542.86
TNT Payments	\$50.00	\$150.00	\$450.00				\$650.00
Total Payments	\$40,489.83	\$30,259.54	\$34,232.57				\$104,981.94

FY 2021 INCENTIVE PROGRAM EVALUATION SHEET

	QUARTER 1							QUARTER 2				QUARTER 3				QUARTER 4		
	JUL	JUL COV	AUG	AUG COV	SEPT	SEPT COV	Qtr Avg	OCT	NOV	DEC	Qtr Avg	JAN 19	FEB	MAR	Qtr Avg	APR	MAY	JUN
ENDERS	250.3	1631	234.5	1088	271	1029	252											
BOYCE w/pt	143	496	183.8	613.8	157	512	161.3											
BLUE RIDGE	20.25	133	77	397.5	33.3	245	43.5											
Total All	413.6	2260	495.2	2099	462	1786	456.8	0	0	0		0	0	0		0	0	0
# FTE (208hrs)	1.99	10.87	2.38	10.09	2.22			0.00	0.00	0.00		0.00	0.00	0.00		0.00	0.00	0.00

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

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

FY 2021 OVERTIME REPORT

	Jul 20	Aug 20	Sept 20	Oct 20	Nov 20	Dec 20	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	Total
Extra Shift	240	96	216										552
Late/Early Calls	5.5	7.5	3.75										16.75
Waiting Relief	0.75	0	0										0.75
Training	34.25	0	1										35.25
Other	31.25	52.75	3.75										87.75
Other-COVID	20.5	8	35										63.5
PT Over Hours	0	28	22.75										50.75
	332.25	192.25	282.25	0	0	0	0	0	0	0	0	0	806.75

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Leave Hours(Month)	431.9	405	492										1328.9
EL Hours(Month)	0	0	0										0

-Annual CEU training

Other

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

Notes

Jul 20	Several vaction days, new applicant testing, Image Trend Conf. (virtual), limit PT availability
Aug 20	Several vaction days, precepting new employee, limit PT availability
Sept 20	Several vaction days, precepting new employees, COVID related time (updated, staffing prep, etc)
Oct 20	
Nov 20	
Dec 20	
Jan 21	
Feb 21	
Mar 21	
Apr 21	
May 21	
Jun 21	

This Fire and Rescue Joint Agreement (“Agreement”) dated the _____ day of _____, 2018 **2020**, 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 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 provisions 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.

[1]

County Agreement Draft
Updated 09-04-2020
Revised 09-15-2020

Highlights in original document
Updated 09-04-2020
Revised 09-15-2020

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.

System is the three Companies and the Department

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, **unless this requirement is waived by the County.**
- C. Each Company shall:
 - 1) Maintain records of the receipt and expenditure of public funds;
 - 2) Submit to annual reviews of the expenditure and receipt of public funds
 - 3) 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

[2]

County Agreement Draft
Updated 09-04-2020
Revised 09-15-2020

Highlights in original document
Updated 09-04-2020
Revised 09-15-2020

~~Association [R1] who will present it to the Commission~~ by the Companies 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. Beginning July 1, 2021, the mileage fee collected from the Fee-For-Service ambulance transportation billing funds will be distributed quarterly to the Companies based on fees collected from calls where a Company unit was used for transport. Funds provided to the Companies shall only be used for allowable expenses per applicable rules, regulations, and law.

~~Fee-For-Service Ambulance transport billing funds will be distributed quarterly to stations participating in programs. 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 one (1) Career and one (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. Four-For-Life and Fire Program funds will be provided to the Companies on a reimbursement basis after all required documentation, per the various funding agencies, is submitted to the Director. This change is effective beginning in the FY2022 funding cycle.

~~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.

[3]

- 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 and the Director 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 personnel and budget are available, 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.

[4]

- C. Any requests for ~~continued~~ permanent 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, and shall be approved by the Board.

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 Operations Team [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.
- E. 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]

7. EMPLOYEE SUPERVISION AND EVALUTATION

- 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.

[5]

- 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.

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;
 - 1) Refrigerator
 - 2) Stove and microwave oven
 - 3) Furnished rest area/lounge
 - 4) Shower facility
 - 5) Protective clothing storage
 - 6) 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.

[6]

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 and Company SOPs. All training shall be completed based upon the availability of Company's System 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 **The Operations Team** 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

[7]

and EMS personnel.

DRAFT

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. All potential claims shall be reported in accordance with established SOP's.
- 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. If the damage repair is less than the deductible, the County will pay for the repairs.

12. MODIFICATIONS

- A. This Agreement may be amended or modified only by written document, signed by the parties hereto. Proposed changes shall be provided in writing to the County and Company officials with signature authority for this agreement. Each party shall acknowledge the written request within 60 days of receipt.
- 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 requested, and not less than once every five (5) years, 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.

[9]

- 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 **System** 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 **System** budget outlining annual expenditures and long range capital replacements ~~per fiscal policy 10.12.~~
- 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

By: _____
Harold L. Rohde, President

Boyce Volunteer Fire Company, Inc.

By: _____
George Matthew Hoff, President

Blue Ridge Fire Company, Incorporated

By: _____
~~Earl Marshall Wine, Jr., President~~
Michael Cornett, President

County of Clarke, Virginia

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



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



Blue Ridge Staffing COVID Update 10/5/2020

Days Staffed to date – Sept. – 3, Oct. - 2

Applicant Testing (to date)–

Number of applicants – 31

Number passed written – 19

Number failed written - 4

Number passed ability test – 4

Number failed ability test - 2

Number of No Shows– 2

Number of people pending testing – 5

Self-removed – 1

Number of backgrounds completed - 11

Number of job offers extended – 5 (possible 3 more after physical)

Number of job offers accepted – 5

Applicants in final review/background - 5

Staffing information

Total Calls run – Sept. – 2, Oct. – 1

Days with no calls – 2

Location of calls by box # -

Company 8		Other Companies	
Box	Number of calls	Box	Number of calls
801	1	104	1
802	0		
803	1		
804	0		
805	0		



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

DIRECTORS REPORT

Month-October 2020 (updated 10/5/2020)

Standard Reports

-Response Report –See the attached reports

Updates-

- Top 3 categories for Errors – These errors seem to be the top for the past 3 months
 - ?
 - ?
 - ?
- Recent SOGs adopted:
 - None
- Upcoming SOGs
 - None

-Emergency Management – Continues to be a busy time for Emergency Management

- LEMPG Grant for FY 21 is open and items have started to be purchased. First request for reimbursement are being prepared.
- A Department of Labor –Emergency Temporary Standards Infectious Disease Prevention: SARS-CoV-2 Virus that Causes COVID-19 was released last month. We have been working with County Administration to fill the requirements of this new standard. **Update – TTT Classes have been completed, and roster and certifications are being issued, 76 certifications issued.**
- Weekly Conference calls with State and Federal partners on statuses. Additionally, bi-monthly meetings with our most vulnerable populations. **Update – Focus around vaccines and priority groups when vaccine becomes available.**
- Working with County Administrator, JAS Director to review the CARES Act local funding provided through pass-through by the state. **Update – 2 additional AeroClaves recommended for purchase by the CARES committee.**
- Submitted an AFG-COVID supplemental grant for SCBA adaptors w/filters and infection control kits for all providers – **Update – Approved and funding allocated by the BOS, orders have been placed.**

Office: 540-955-5113

101 Chalmers Ct., Suite B
Berryville, VA 22611

Fax: 540-955-5180

-Budget

- We have been awarded our RSAF grant for Handtevey for a total amount of \$7,600.52 this is a 50/50 grant (\$3,800.26-State, \$3,800.26-Local). **Update – Just waiting on a few items on back order, and updates to the app, state is scheduled to view items on October 7th.**
- We have had our 1st COVID related death in the county – no information on the individual
- Grants –
 - Enders –
 - RSAF – At station, having equipment mounted
 - Boyce –
 - Blue Ridge –
 - AFG - SCBAs - Pending
 - CCFR –
 - AFG COVID – see above
 - AFG – Radios – Pending
 - RSAF – Handtevey- see above
 - SAFER – first round of reimbursement was accepted, and should be here before this meeting.

-Strategic Goals

1) Strategic Vision and Effective Leadership

- The Chiefs are reviewing some programs that will track certifications management to meet the objectives identified in the Strategic Plan. **Update – Chiefs have requested a look into a product called Target Solutions, information is being collected and will be presented to Chiefs at next meeting**
- Started work on the 2021 – 2026 Strategic Plan – Hope to have draft ready for Commission comment by the end of the year. **Update – about 60% complete**
- The newsletter is back and was sent out for this month, it was discontinued for a few months while dealing with Pandemic.

2) Fire and EMS Operations

- FF/EMT Gugliotta – Is working with companies to get mounting equipment so the rest of the MDTs can be deployed. **Update – Items ordered and received for Boyce (E-4, A4-1), items order not yet received for Ender (A1-2, E-1, W-1).**
- Training –
 - FIT Testing classes scheduled in-county for 10/12
 - EVOC class scheduled in-county for 10/24-10/25

- Working on a ALS and BLS CEU program

3) Recruitment and Retention

- High Risk Retirement study – High risk retirement study request has been submitted to VRS, they will be working on the study and it is expected to be back in September or October. **Update – Have heard back should have report before end of week.**

4) Resource Management

- As part of the CARES funding we are working to purchase a FIT testing machine (recommended by CARES committee). This will allow us to conduct FIT testing ourselves, this year Frederick County will assist us and help train us in how to conduct this training. Requests for this year's FIT testing has been sent to the Chiefs.

5) Health and Safety

- Insurance Claims for the month –
 - Umbrella Liability –
 - None
 - Auto –
 - None
 - Property –
 - Personnel phone broken - \$530 (do deductible)
 - Workers Comp. –
 - None
- We have been notified by our insurance that covers Vehicles and Property that our premium and deductible will be increasing. For this reason we are working to put out a bid for insurance and a limited extension on the current policy until a decision is made.
- Physical company back up and annual physicals have started. **Update – Back up and going with regular physicals taking place**

6) Employee Development

- Both our 2 new FT employees have completed their Ambulance driver release. One has completed their precepting, the other is anticipated to be complete soon.

7) Community Outreach

- Plans are being worked on as we do Recruitment to also spread community information on our Fire – Rescue system.

Other remarks