



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

AGENDA

November 12, 2020

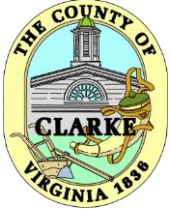
6:30pm

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. 6-18)
 - Technology – No report prior to meeting
 - Budget/Preparation – Draft letter to Co.'s & CIP info (p. 19-22)
5. Unfinished Business
 - Incentive program review – Information (p. 23)
 - Communications/Succession Document-Final Draft (see previous documents)
 - OT Report-Information only (p. 24)
 - Fire-Rescue Agreement – Discussion/Review (p. 25-33)
 - Blue Ridge Staffing update – Information only (p. 34-35)
6. Report from the Director of Fire and EMS – Information Only (p. 36-39)
7. New Business
 - Tuition Assistance M. Hardesty – Information (p. 40-43)
8. Summary of required action

9. Adjourn

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

October 8th, 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
David Weiss

Absent: None

Staff: Pam Hess
Chris Boies
Brian Lichty
Melanie Radford

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

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 September 10th, 2020 minutes. The motion was passed with all in favor.
4. Committee Reports
 - Standards - Mr. Lichty reviewed with the group. Mr. Veler brought up the name of the term “failure” and how it comes across negative in a public report. Mr. Weiss voiced that it’s not meant necessarily as negative, it’s just factual. It’s not used to place blame but to know where the system needs improvement. Making the public aware helps them to recognize that there could be a longer wait time during a response. Mr. Hoff and Ms. Harrison agreed that the report is used as a tool to measure system data. No other comments or questions.

- Technology - Nothing to report.
- Budget/Preparation - Ms. Harrison stated that it has been agreed upon that the Companies will automatically submit their stipend requests straight to the County, additional individual Company requests will be submitted to the Commission; then the budget subcommittee will go over everything with Mr. Lichy and finally give recommendations to present to the Commission for final review and voting on before going to the Finance Committee/BOS. Mr. Boies confirmed the information given reiterating the stipends do not go to Mr. Lichy or the Commission; they go straight through to the final budget requests. Ms. Harrison stated that they are looking for the Companies to present to the Commission at the December meeting for their individual requests allowing 20 minutes for each Company. The budget subcommittee would then conduct their meeting in December afterwards and bring back their recommendations to the Commission in January for discussion and voting. Mr. Weiss reminded everyone that the final budget requests have to be presented in February, noting that this time line may be too close to complete everything. Ms. Harrison and Mr. Hoff commented that the Commission in the past, has held a special budget only meeting to finalize everything and get it in timely, so that could be done again if necessary. Ms. Harrison asked for a consensus from the group and all were in agreement. Mr. Boies just reminded everyone that the Companies need to have all of their information submitted to Mr. Lichy at least a week prior to the packet going out to the Commission members so they all have time to review it prior to the meeting. No other comments or questions.

5. Unfinished Business

- Incentive program review - Mr. Lichy reviewed with the group and will process the quarterly payment. No comments or questions.
- Communications/Succession Document - Final Draft-Postponed until further notice
- OT Report - Mr. Lichy reviewed with the group. No comments or questions.
- Fire-Rescue Agreement - Discussion/Review - Ms. Harrison noted that Enders has approved the agreement, Blue Ridge has submitted a few tweaks/ typos to be reviewed, and Boyce has posted it for their members to review; they are having their Company meeting next week and discussing it then. Mr. Veler mentioned that on page 3, under section 2-Records and Data, to have it defined under the terminology section who the system administrator is. Mr. Beatty asked if there is an impasse, is there a conflict resolution determination mentioned so it's made known how to handle something in advance and not in the moment situation. Mr. Lichy, Ms. Harrison and Mr. Boies stated that the group did discuss this and decided that it wasn't needed at this time; the group would all get together-those with the signature authority or their designees, to work a solution. No other comments or questions.
- Blue Ridge Staffing update (Information only) - Mr. Lichy provided the group with the updated numbers for the applicant's status. Chief White is working on a recruitment video and Mr. Lichy mentioned that additional recruitment initiative steps have been taken to include looking into the National Fire Councils website for tracking purposes to be more unilateral and Ms. Radford is researching potential radio ads. No other comments or questions.

6. Report from the Director of Fire and EMS - Mr. Lichty reviewed with the group.
Discussion - Ms. Harrison, Mr. Weiss and Mr. Lichty discussed the process followed for any missing EMS/Fire reports. Mr. Beatty asked for additional information regarding the CEU program and a County FFI class. Mr. Lichty gave a summary of how it will work and what he is anticipating in the near future for other classes along with information regarding an online platform to use such as Target Solutions.
7. New Business - Reporting - Ms. Harrison explained that during the last couple of meetings it has been a topic of conversation and how some of the members may want to see some of the reports presented in a different format. Mr. Lichty took notes of potential changes and will bring some examples to the next meeting. Mr. Beatty commented that he still has plans to meet with Mr. Lichty individually. Mr. Veler mentioned that Mr. Barenklau and Ms. Radford have done a good job at getting the McNeil training website and classes ready for his Junior program and stated that in the last two months he has brought on five new junior members, one senior member and two associate members.
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 7:26pm.

All meeting documents will be distributed at meeting. Next meeting is on November 12th, 2020 at 6:30pm in the Clarke County Government Center – Meeting Room AB

Minutes Transcribed by Melanie Radford

STANDARDS SUBCOMMITTEE RESPONSE EVALUATION

Month: October

Total responses in question for month-	21		
11 Minute-No response(True Fail)-	18	Percent of total in question-	85.7%
Delayed Response-	1	Percent of total ALL CALLS-	6.7%
Overburden-	2		
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 requesteed; not

Total Responses for Month (all Companies)-	270
Total responses in question for month-	21
Percentage of Responses for Month-	7.8%

Blue Ridge Vol. Rescue	
Total Responses-	27
11 Minute-No Response-	9
Percentage of total responses-	33.3%
Overburden-	0

Blue Ridge Vol. Fire	
Total Responses-	14
11 Minute-No Response-	1
Percentage of total responses-	7.1%
Overburden-	0

Boyce Vol. Rescue	
Total Responses-	42
11 Minute-No Response-	7
Percentage of total responses-	16.7%
Overburden-	1

Boyce Vol. Fire	
Total Responses-	20
11 Minute-No Response-	1
Percentage of total responses-	5.0%
Overburden-	1

Enders Vol. Rescue	
Total Responses-	138
11 Minute-No Response-	0
Percentage of total responses-	0.0%
Overburden-	0

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

OB	Overburdened	2
TU	True Failure	18
DR	Delayed Resp.	1
RE	Removed	0
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.

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	0			24
FIRE	0	1	0	0	0	0	0	0	0	0			1
MA-Given/Request	0	0	0	0	0	0	0	0	0	0			0
Warren Co.-EMS	10	13	7	5	10	9	15	12	7	8			96
FIRE	6	6	6	2	0	2	9	5	12	5			53
MA-Given/Request	0	0	0	0	0	0	0	0	0	1			1
Frederick Co.-EMS	16	15	8	2	2	9	5	8	4	4			73
FIRE	1	2	1	2	1	0	1	1	4	1			14
MA-Given/Request	1	8	5	3	3	2	3	3	3	7			38
Fauquier Co.-EMS	7	4	8	5	6	4	8	4	6	4			56
FIRE	2	2	2	0	0	2	5	5	2	1			21
MA-Given/Request	0	0	0	0	0	3	0	0	1	0			4
Loudoun Co.-EMS	0	1	4	1	3	1	6	2	3	4			25
FIRE	0	0	3	0	2	0	4	1	1	2			13
MA-Given/Request	2	3	2	1	1	2	1	7	3	5			27
TOTAL(MA REC)-	57	52	39	18	24	27	53	38	39	29	0	0	376
TOTAL CALLS MO.-	276	178	175	205	257	254	293	323	275	270	0	0	2506
% OF TOTAL CALLS-	20.7%	29.2%	22.3%	8.8%	9.3%	10.6%	18.1%	11.8%	14.2%	10.7%	#DIV/0!	#DIV/0!	15.0%

DISPATCH RESPONSE INFORMATION 2020 SEPTEMBER

	Dispatch to Enroute	Dispatch to On Scene	Dispatch to Hospital
Blue Ridge - Rescue	5.18	9.57	57.50
Blue Ridge - Fire	6.14	11.46	NA
Boyce-Rescue	4.38	11.08	47.02
Boyce - Fire	3.45	13.50	NA
Enders - Rescue	1.57	7.41	55.10
Enders - Fire	3.44	10.10	NA
Average (all)-	4.03	10.52	NA
Average (Rescue)-	3.71	9.35	53.21
Average (Fire) -	4.34	11.69	NA

DISPATCH RESPONSE INFORMATION - ALL MONTHS

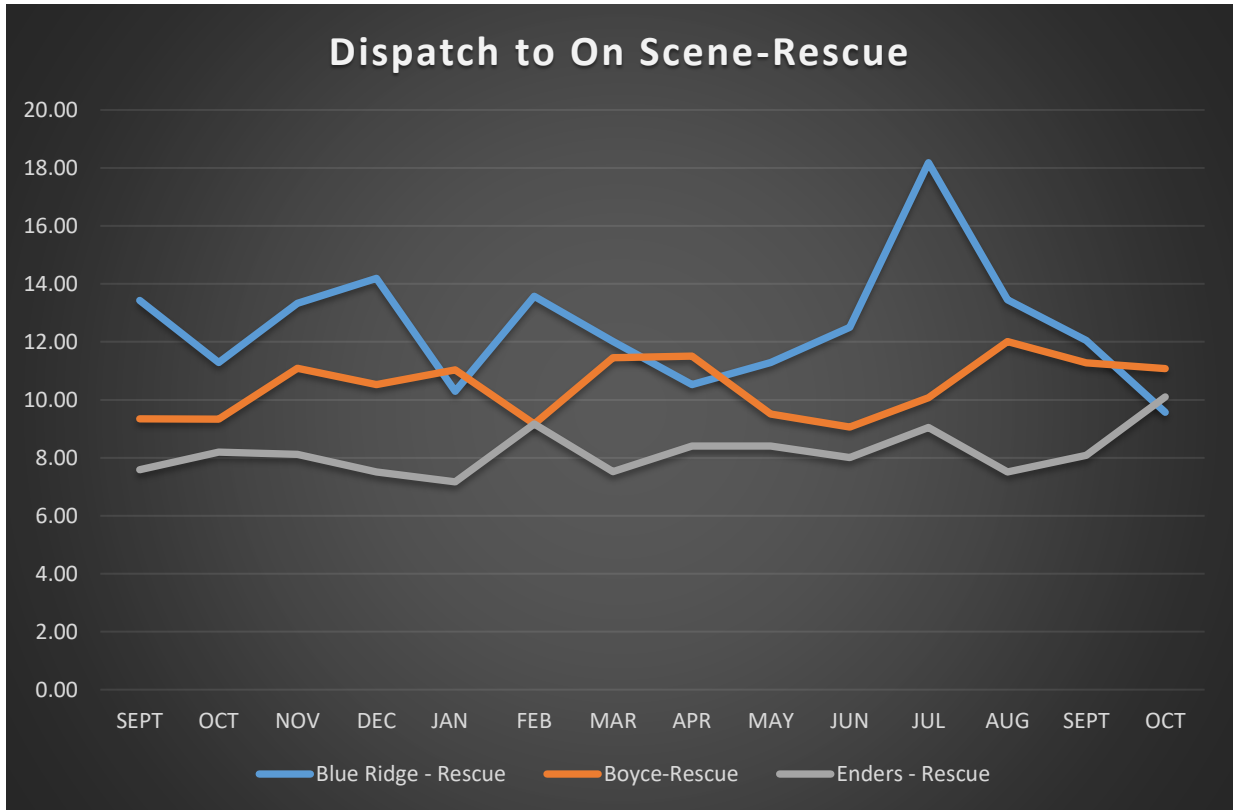
DISPATCH TO ON SCENE WITH CREW STANDARD

		Blue Ridge - Rescue	Blue Ridge - Fire	Boyce-Rescue	Boyce - Fire	Enders - Rescue	Enders - Fire
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
OCT	Dispatch to Enroute	5.18	6.14	4.38	3.45	1.57	3.44
	Dispatch to On Scene	9.57	11.46	11.08	13.5	10.1	7.41
	Average Enroute	6.13	6.06	4.11	4.12	2.59	3.61
	Average On Scene	11.71	15.13	9.76	11.92	7.66	9.51

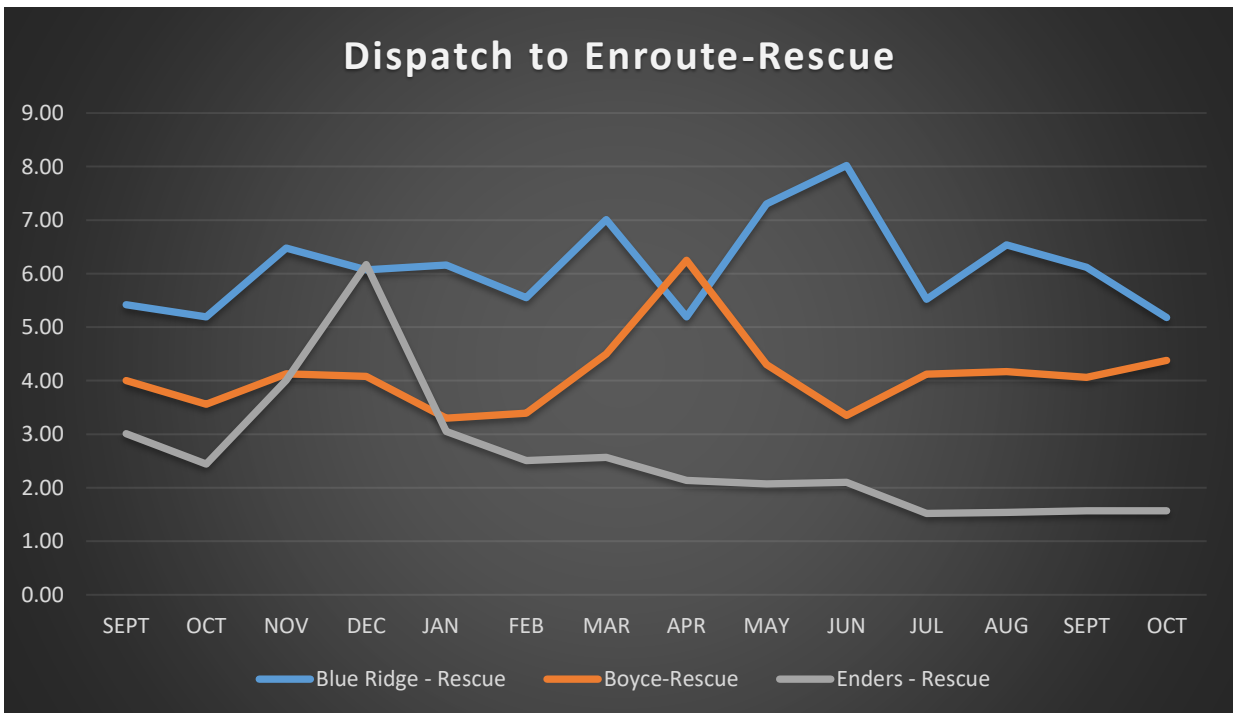
EMS 8 MIN-	EMS 10 MIN-	EMS 15 MIN-	FIRE 10 MIN-	FIRE 15 MIN-	FIRE 20 MIN-
NA	62.39%	78.90%	NA	25.00%	50.00%
NA	60.00%	78.71%	NA	47.37%	47.37%
NA	60.61%	73.48%	NA	40.00%	63.64%
NA	60.67%	79.33%	NA	50.00%	66.70%
NA	65.77%	83.44%	NA	53.84%	76.92%
NA	65.55%	87.50%	NA	61.54%	83.33%
NA	73.73%	90.00%	NA	60.00%	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	73.33%	90.83%	NA	57.89%	63.16%
NA	68.62%	86.52%	NA	62.65%	74.55%
NA	NA	NA	NA	NA	NA

	Current Mo.	Past Mo.	Eval
Average all Enroute-	4.43	4.45	0.02
Average all On Scene-	10.95	11.83	0.88
Avg. Enroute Rescue-	4.28	3.92	(0.36)
Avg. Enroute Fire-	4.59	5.17	0.58
Avg. On Scene Rescue-	9.71	10.47	0.76
Avg. On Scene Fire-	12.18	13.3	1.12

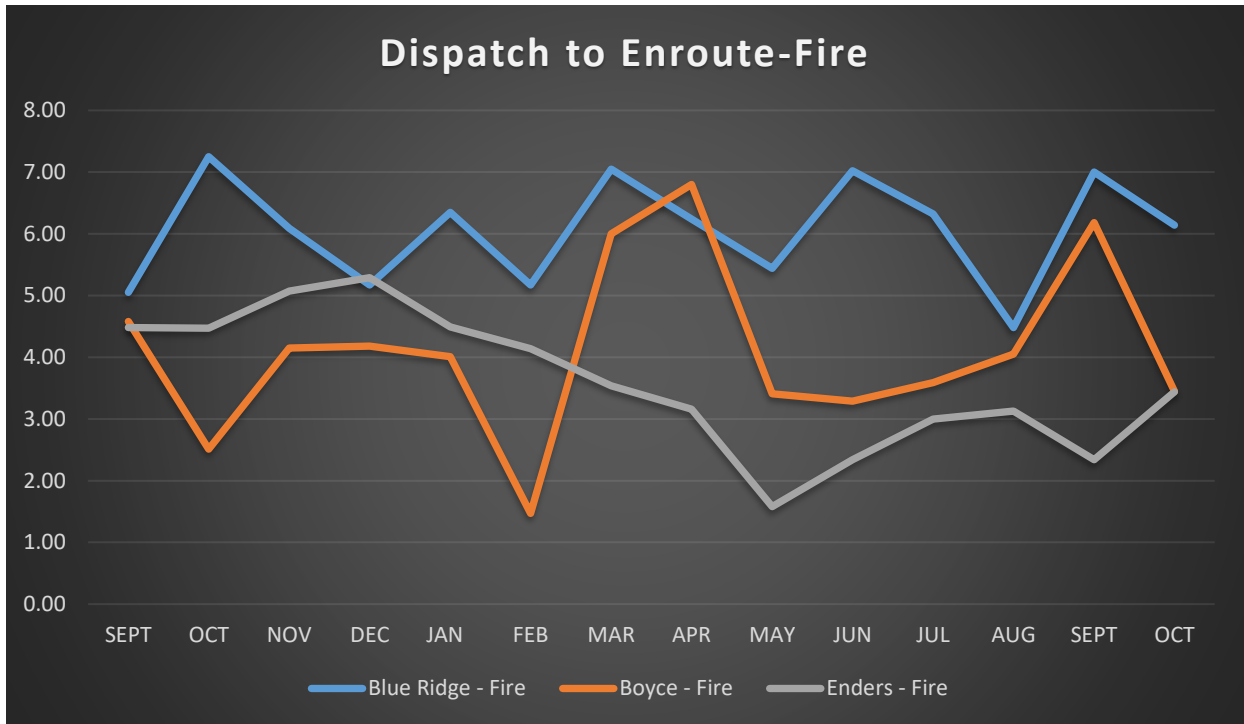
Response Information



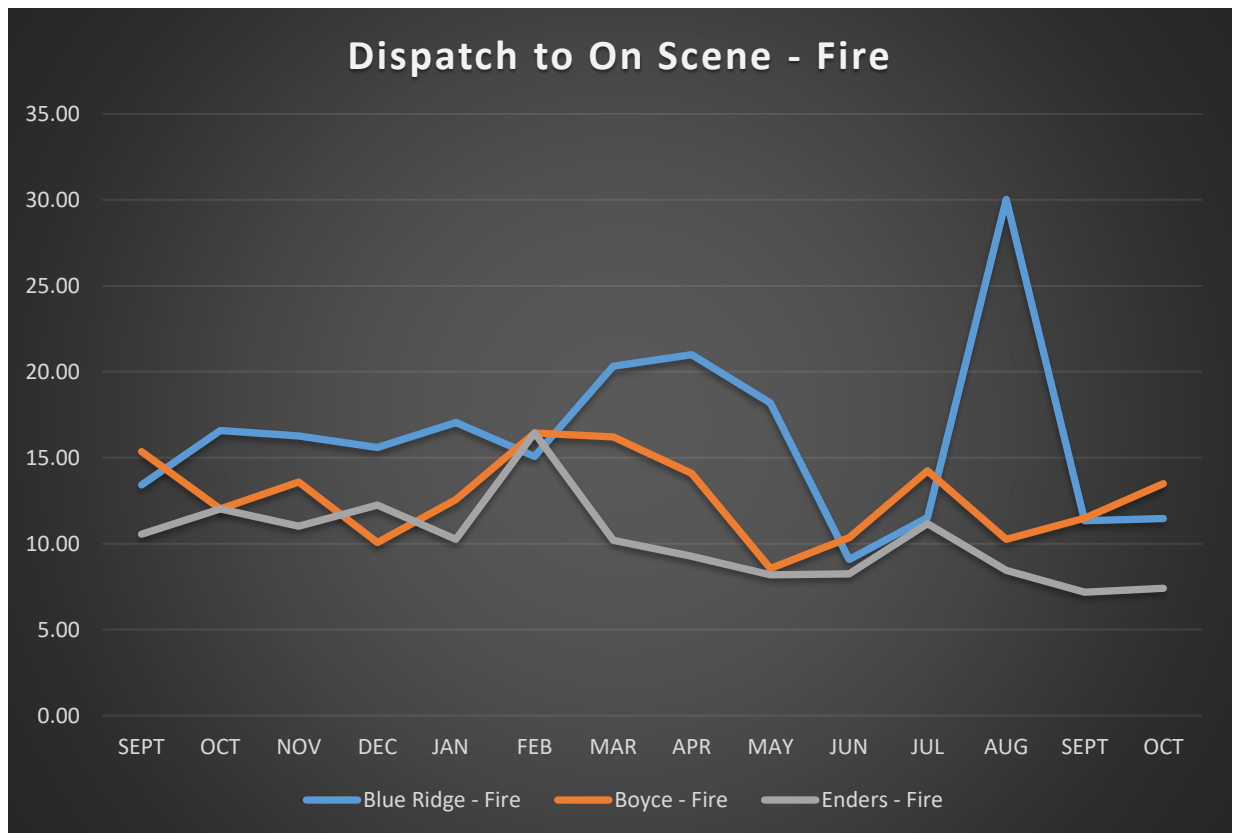
Graph 1.1



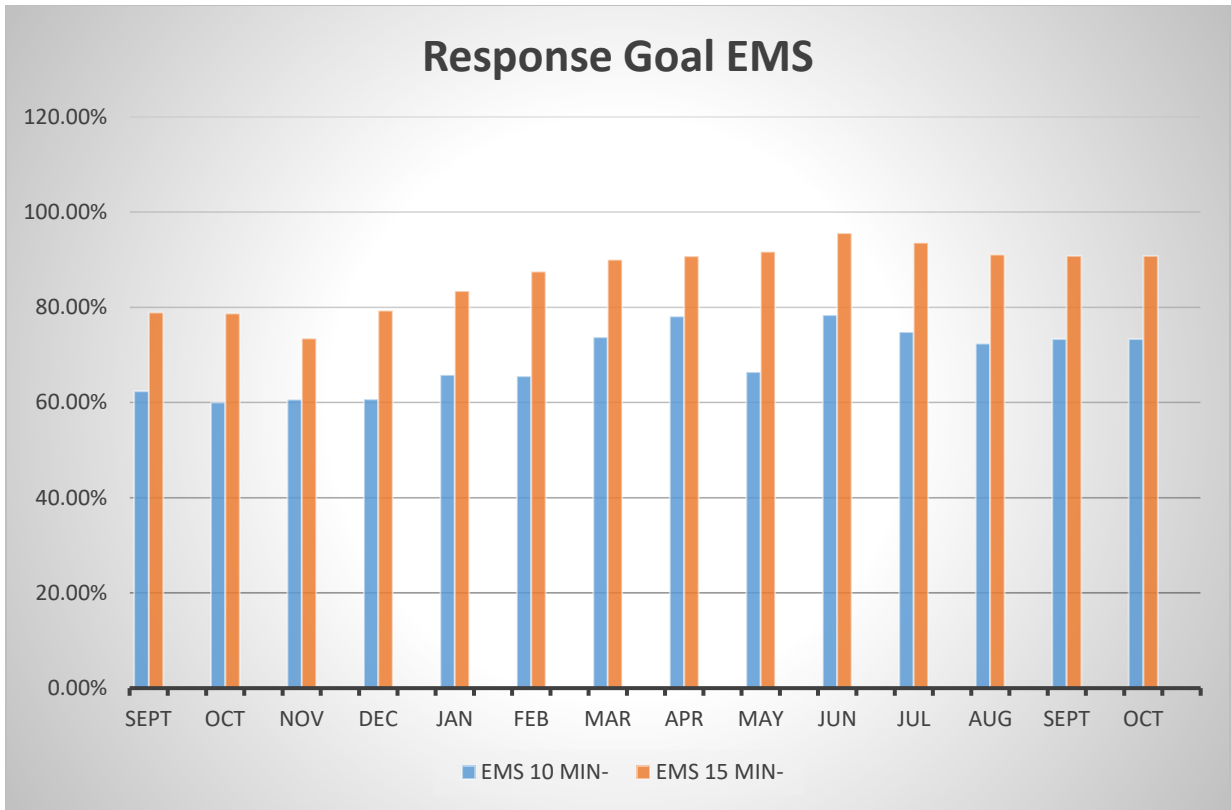
Graph 1.2



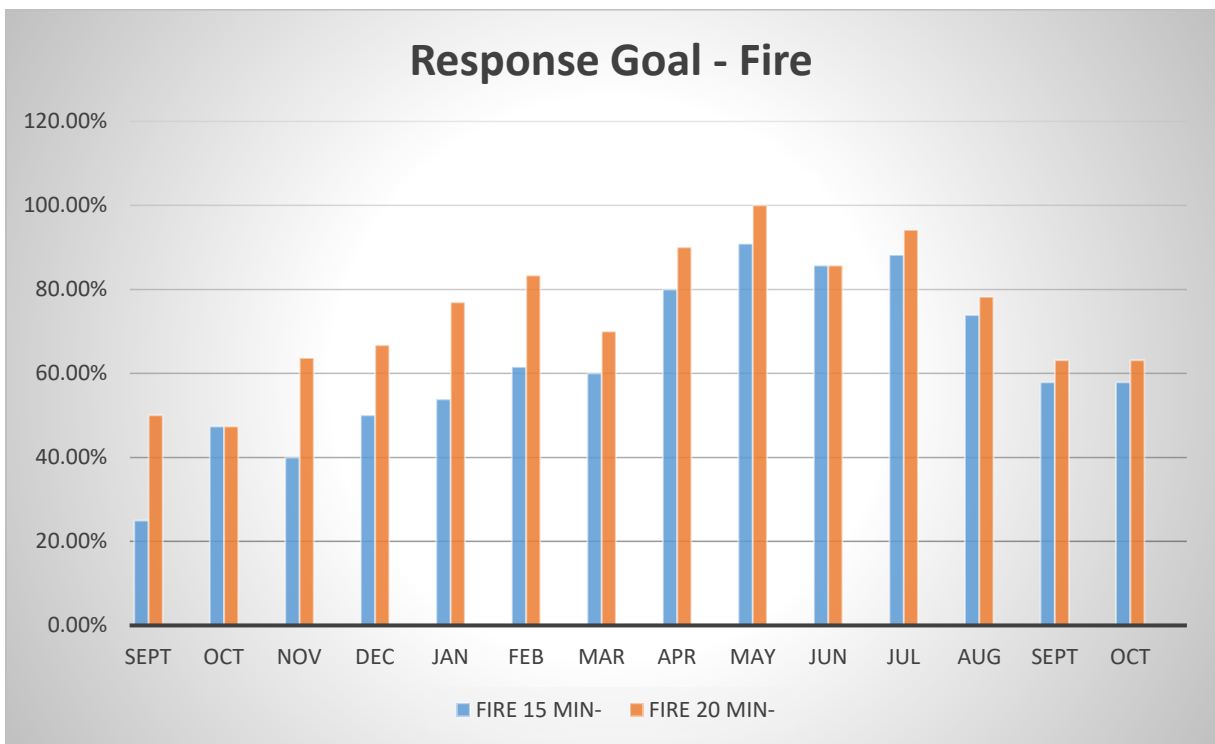
Graph 1.3



Graph 1.4



Graph 1.5



Graph 1.6

BOX NUMBER RESPONSE TIMES (Disp. to On Scene)

Updated-11/3/20

Box	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Avg.	# Mo. Under 15m	# of Mo.	
100	6.49	6.4	5.38	5.26	6.02	4.42	5.27	5.27	4.21	5.37			5.41	10	10	100%
101	7.17	12.56	8.32	10.22	8.05	7.42	9.27	12.55	7.01	12.37			9.49	10	10	100%
102	9.49	11.32	NA	8.13	6.35	9.27	11.5	11.22	9.56	12.59			9.94	9	9	100%
103	11.32	8.53	8.37	6.17	7.03	7.12	7.21	12.43	7.11	7.59			8.29	10	10	100%
104	8.36	9.58	11.16	7.41	9.11	7.49	11.32	6.55	7.01	8.49			8.65	10	10	100%
105	14.44	NA	13.41	12.54	13.38	15.11	13.16	NA	12.54	14.19			13.60	7	8	88%
106	10.3	10.42	7.22	9.11	9.53	9.24	12.08	9.3	10.12	10.2			9.75	10	10	100%
107	10.28	10.59	13.4	10.21	14.39	10.45	11.45	14.47	NA	12.11			11.93	9	9	100%
110	6.4	6.01	5.31	5.1	5.14	5.35	5.15	5.25	5.38	5.05			5.41	10	10	100%
400	9.22	5.55	9	16.02	9.06	6.52	7.55	3.37	8.5	8.11			8.29	9	10	90%
401	NA	NA	5.52	NA	14.45	17.31	22.59	NA	NA	17.48			15.47	2	5	40%
402	13.59	16.52	15.35	23.4	7.26	13.23	17.34	12.14	15.31	17.24			15.14	0	10	0%
403	10.55	7.59	NA	9.59	7.56	8.31	10.1	10.49	12.44	8.22			9.43	9	9	100%
404	11.19	11.4	12.2	13.43	13.12	11.4	9.32	13.16	12.14	15.58			12.29	9	10	90%
405	9.11	8.52	9.57	8.49	NA	9.09	9.31	12.47	10.58	8.02			9.46	9	9	100%
406	12.12	12.01	14.53	13.11	8.52	15.14	13	11.38	13.32	10.48			12.36	9	10	90%
407	10.31	9.29	11.06	12.08	8.49	9.18	11.19	11.48	10.14	10.01			10.32	10	10	100%
408	11.02	9.12	10.26	NA	NA	11.38	10.29	11.43	13.36	11.46			11.04	8	8	100%
801	10.17	14.19	14.29	10	12.02	10.36	12.45	10.35	12.24	10.26			11.63	10	10	100%
802	NA	17.25	18.25	18.29	16.51	NA	21.33	14.13	20.02	13.44			17.40	2	8	25%
803	9.22	10.13	10.08	8.34	NA	10.33	8.51	9.34	8.59	NA			9.32	10	8	125%
804	8.43	NA	NA	NA	18.42	22.51	NA	NA	NA	22.31			17.92	0	6	0%
805	NA	14.21	NA	12.19	NA	14.21	18.32	18	16.37	NA			15.55	3	6	50%



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	29			
Enders-EMS	140	116	126	106	132	141	141	147	132	138			
Boyce-Fire	18	15	20	16	16	16	22	28	24	20			
Boyce-EMS	53	49	41	28	33	38	42	42	52	42			
Blue Ridge-Fire	16	13	10	5	14	6	9	17	10	14			
Blue Ridge-EMS	41	35	28	21	26	20	32	35	26	27			

<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	63			
Boyce	7	5	3	1	1	2	0	3	4	2			
Blue Ridge	1	0	0	0	0	0	3	2	0	0			

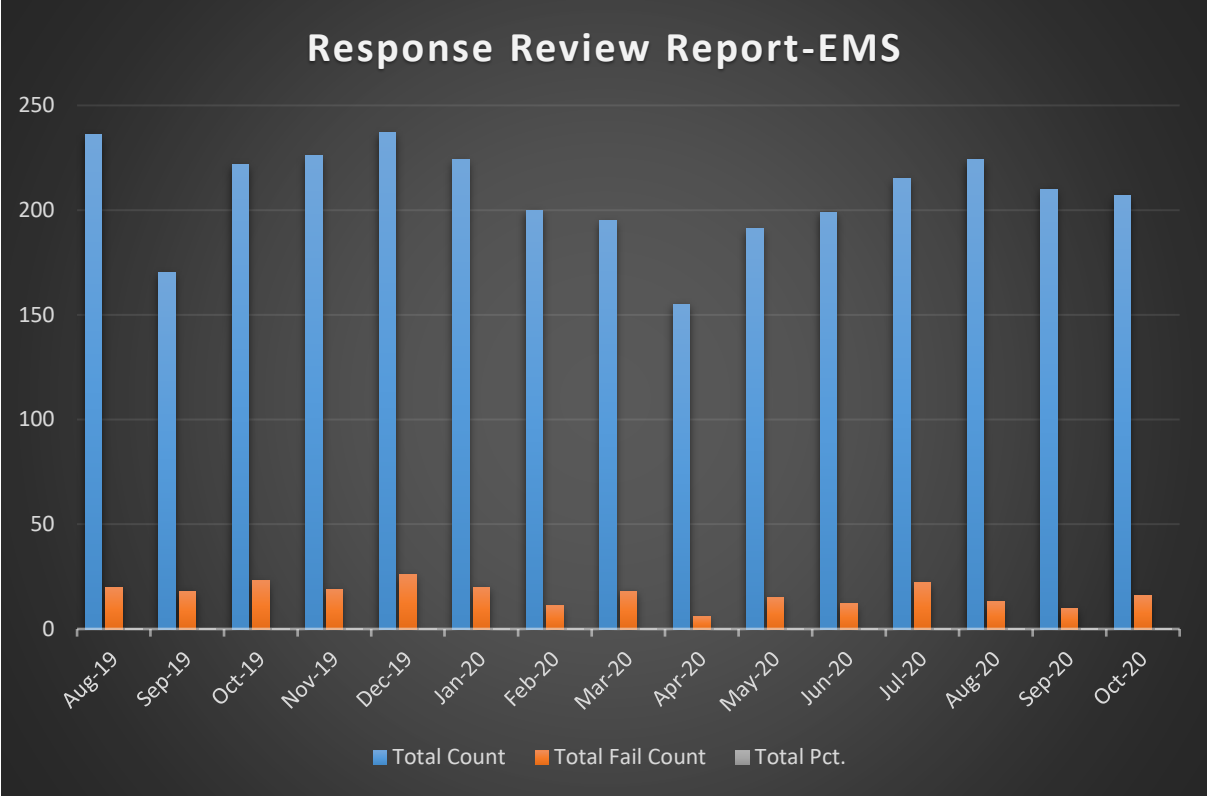


***Division of Fire and Rescue Services
Response Review Report
Year to Date 2020 - 2021***

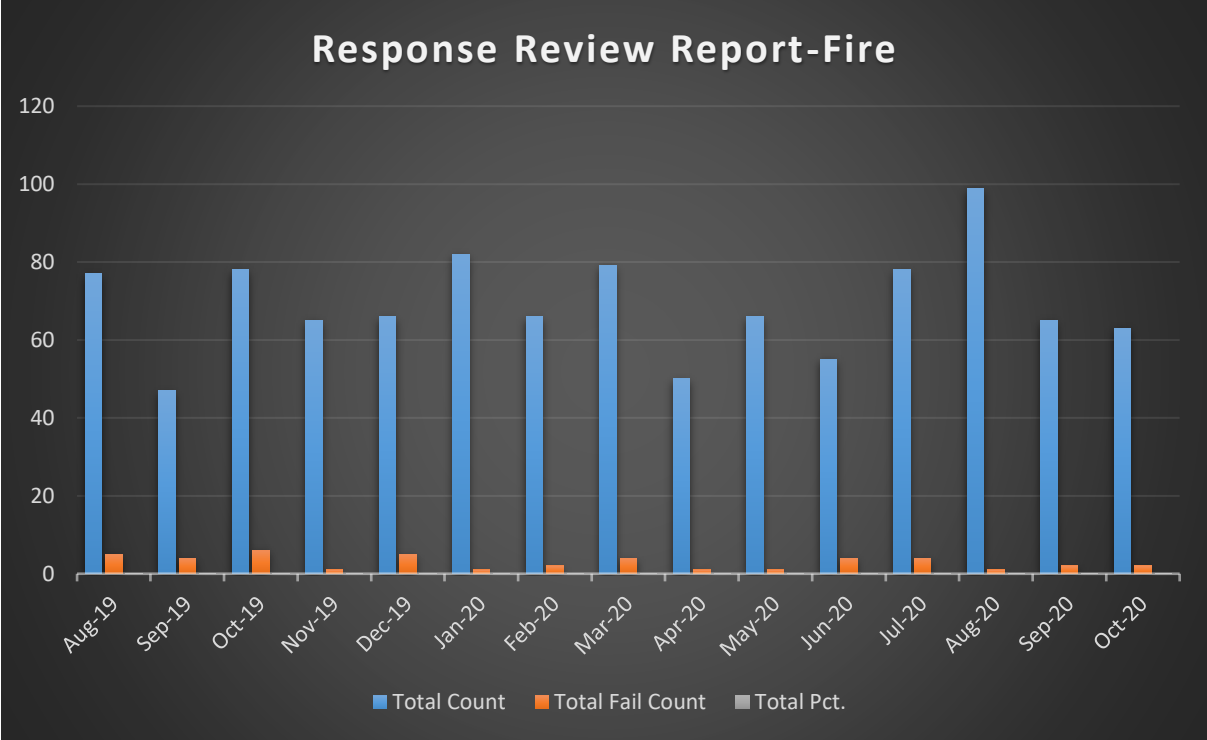
<i>EMS - Month</i>	<i>Total Count</i>	<i>Total Fail Count</i>	<i>Total Pct.</i>
August 2019	236	20	8.5%
September 2019	170	18	10.6%
October 2019	222	23	10.4%
November 2019	226	19	8.4%
December 2019	237	26	11.0%
January 2020	224	20	8.9%
February 2020	200	11	5.5%
March 2020	195	18	9.2%
April 2020	155	6	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%
October 2020	207	16	7.7%

<i>Fire - Month</i>	<i>Total Count</i>	<i>Total Fail Count</i>	<i>Total Pct.</i>
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%
October 2020	63	2	3.1%

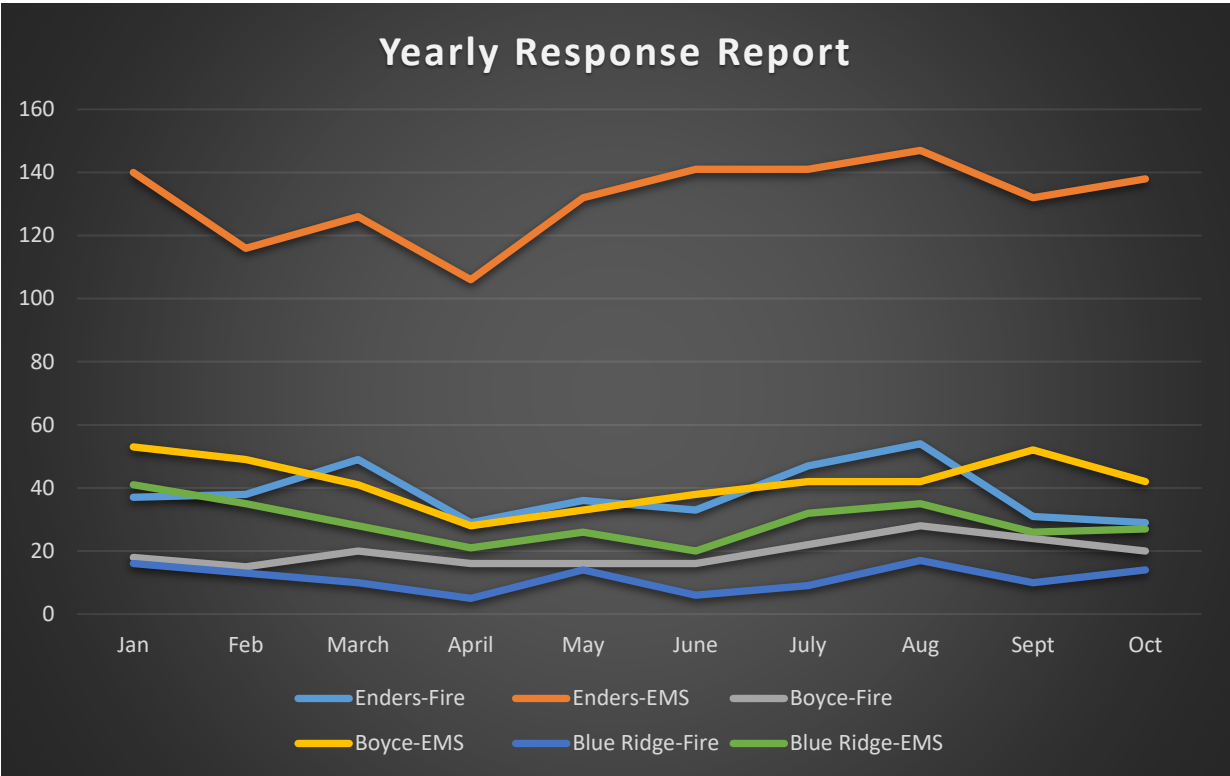
****This report reflects changes made by the Standards Sub-Committee***



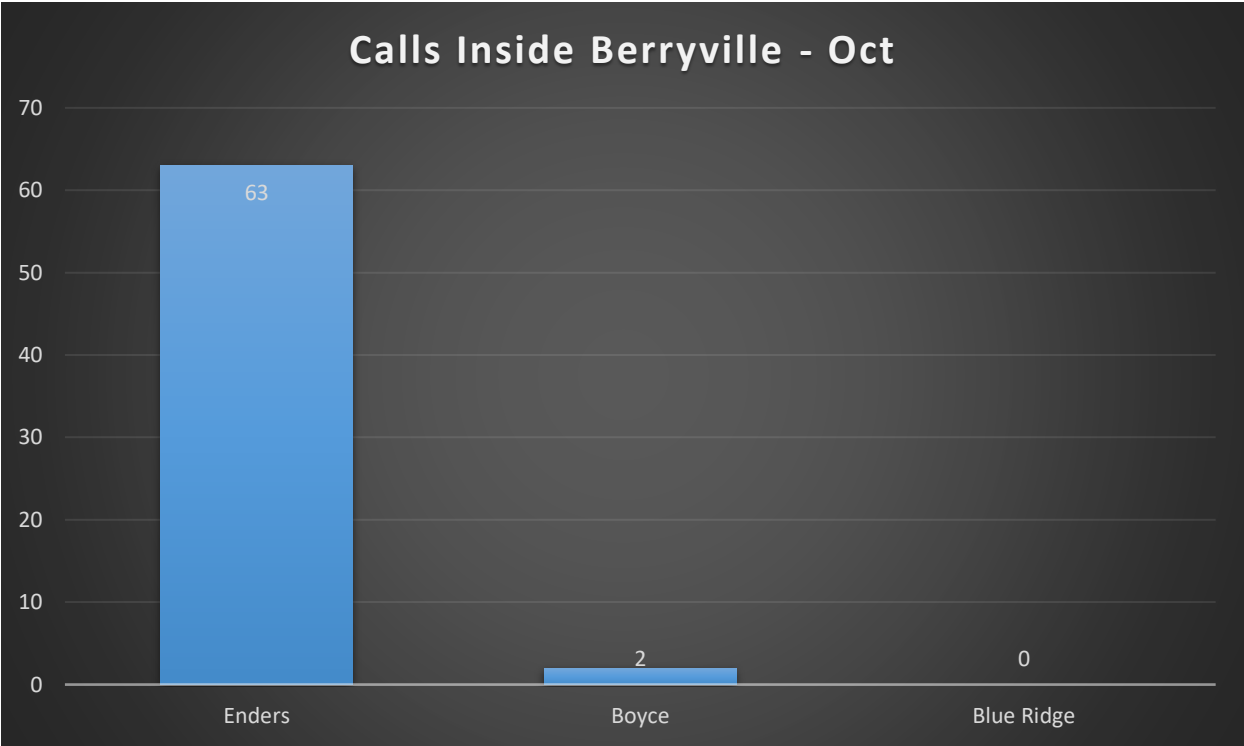
Graph 4 (above)



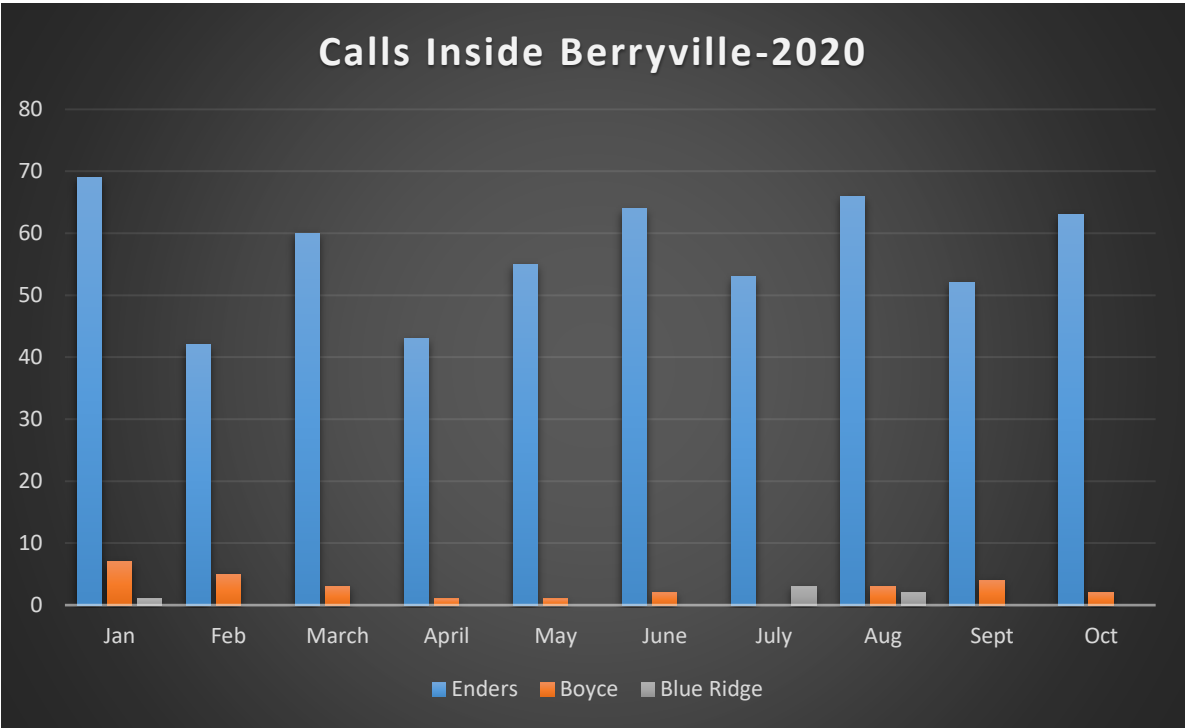
Graph 5 (above)



Graph 6 (above)



Graph 7 (above)



Graph 8 (above)

**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	83	75			305
Boyce (Co 4)	10	16	8	10			44
Blue Ridge (Co 8)	4	6	4	5			19
Total # of Billable Calls	83	100	95	90			368
ALS Trips Billed	43	48	48	43			182
BLS Trips Billed	37	47	41	41			166
TNT Trips Billed	3	5	6	6			20
Total	83	100	95	90			368
Calls Dispatched							
Co 1 Career	44	55	64	37			200
Co 1 Volunteer	7	8	1	4			20
Co 1 Split	48	52	40	66			206
Co 4 Career	8	2	1	1			12
Co 4 Volunteer	9	8	11	8			36
Co 4 Split	6	10	14	13			43
Co 8 Career	0	0	2	4			6
Co 8 Volunteer	9	9	7	3			28
Co 8 Split	1	2	0	0			3
Unknown	21	15	14	18			68
Total # of Calls Dispatched	153	161	154	154			622
Patient Payments	\$2,819.77	\$3,861.55	\$3,861.54	\$5,189.46			\$15,732.32
TNT Payments	\$50.00	\$150.00	\$450.00	\$500.00			\$1,150.00
Total Payments	\$40,489.83	\$30,259.54	\$34,232.57	\$31,659.62			\$136,641.56

XXXXX, 2020

XXX VFC
XXXXXX
XXXXX

Re: Fiscal Year 2022 Budget Process

To Whom It May Concern,

On behalf of the Clarke County Fire-EMS Commission please accept this letter as your official notification of the Fiscal Year 2022 Budget process. Your stipend request will go directly to the Clarke County Finance Committee for review, any additional requests must be submitted to the Fire-EMS Commission through the Director no later than December 3rd, 2020 (one week prior to Commission meeting).

For any additional requests please provide the following;

- **Reason for request**
- **Amount of request**
- **Other funding sources (fund raising, grants, etc.)**
- **Narrative explaining your request**

At the December 10th, 2020 meeting you will be given 20 minutes to present your additional requests. The Commission will review all requests and make a recommendation to the Board of Supervisors Finance Committee.

Should you have any questions, please feel free to contact me.

Sincerely,



Brian Lichty
Director Fire, EMS and
Emergency Management

2021-2026 Capital Improvement Plan

Project Descriptions

Fire & Rescue

Project 1: Radio System Upgrade-Repeaters

Description: This is Phase 4 of an approved capital project which was developed to improve radio capability for the Sheriff's Office and Fire/Rescue. Phase 2 of this project is currently underway and involves equipment on the Mt. Weather tower. Phase 3 and 4 need to be evaluated once the tower equipment has been installed.

Capital Cost: \$430,000

Justification: Once the Phase 2 equipment is installed (expected to be completed by June 2021) an on-the-ground evaluation of radio coverage will be performed to test coverage with the new equipment. This testing will determine if further tower improvements are needed and if repeaters in Fire/Rescue vehicles would improve radio operability. The Sheriff's vehicles have repeaters currently so their vehicles can help us test the difference between having a repeater or not. Depending on the results of this evaluation, it may be necessary to equip Fire/Rescue vehicles with repeaters. We believe, at this time, that sufficient funds have been set aside in the capital budget to cover this project.

Year Requested: 2021-22

Project 2: Radio Replacement

Description: This project will replace 110 mobile/portable radio units/headsets used by Fire & Rescue volunteers and career staff to communicate with dispatch and each other during incidents. Blue Ridge Fire Company is currently the only company with upgraded radios.

Capital Cost: \$600,000

Justification: The radios currently in use are over 15 years old, have been discontinued by Motorola, and are not P25 compliant. Repair and replacement of these radios has become increasingly difficult and very costly. Radio functionality issues have been increasing over the years and it is currently estimated that 60% of radio traffic is repeated because of these issues. New radios/headsets will improve radio functionality, improve compliance with safety hearing standards, increase interoperability with regional partners, and reduce repair costs. We have applied for an AFG grant for this equipment with a 20% local match required. If the grant is unsuccessful, we suggest a phased approach to spread these costs over several fiscal years. It is also possible that there will be funds leftover from the Radio System Upgrade project to help cover some of these costs.

Year Requested: 2021-22

Project 3: Self-contained Breathing Apparatus (SCBA)

Description: SCBA's provide breathable air to volunteer and career staff on calls where fresh air is not available in the call environment (usually fires). There are currently 115 cylinders and 60 assemblies in the system.

Capital Cost: \$400,000-possibly spread over two fiscal years

Justification: This equipment has an expiration date set by National Fire Protection Association standards. The majority of our current equipment will expire according to this standard in 2021 and 2022. This is critical life safety equipment for our volunteers and career staff. We are applying for an AFG grant (80/20 split) to replace this equipment, and if not received, we propose to spread these costs over two fiscal years.

Year Requested: 2021-22 and 2022-23

Project 4: Cardiac Monitors

Description: These devices are a critical component of care for volunteer and career EMT's and are used in every day responses. The devices can perform functions as simple as reading blood pressure to as complex functions as defibrillation. There are currently seven of these devices in the System and this project would replace three devices.

Capital Cost: \$150,000

Justification: The industry standard for these units is typically between 10-15 years and some of our units are approaching this age. The manufacturer may also choose to suspend support on these older units at any time (they do provide sufficient notice). We are applying for a Rescue Squad Assistance Fund (RSAF) grant for this equipment but if unsuccessful would need County funds for this replacement project. The RSAF is typically a 50/50 split for the County and an 80/20 split if the fire company applies.

Year Requested: 2023-24, 2024-25, and 2025-26

Project 5: Apparatus Replacement

Description: This is a placeholder to create a fund to assist the fire companies in replacing aging apparatus. A system will need to be developed by the companies and county to assess needs, develop funding formulas, and to forecast the timing of major purchases.

Capital Cost: \$50,000 annually

Justification: It is prudent to plan ahead for major apparatus replacement.

Year Requested: Each Year

Clarke County Capital Improvement Plan 2021-2026

<i>Projects by Department</i>		<i>2021-22</i>	<i>2022-23</i>	<i>2023-24</i>	<i>2024-25</i>	<i>2025-26</i>
<u>Department</u>		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
<i>Animal Shelter</i>	Pave Roadway and Parking Lot	\$ -	\$ -	\$ -	\$ -	TBD
	Total	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Fire & Rescue</i>	Radio System Updgrade-Repeaters	\$ 430,000	\$ -	\$ -	\$ -	\$ -
	Radio Replacement	\$ 600,000	\$ -	\$ -	\$ -	\$ -
	SCBA's	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -
	Cardiac Monitors	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000
	Apparatus	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
	Total	\$ 850,000	\$ 250,000	\$ 100,000	\$ 100,000	\$ 100,000
<i>Health/Human Services</i>	New Building	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000
	Total	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000
<i>Judicial</i>	Circuit Court Chiller	\$ 225,000	\$ -	\$ -	\$ -	\$ -
	Reconfigure Circuit Court Courtroom	\$ -	\$ -	\$ -	\$ 100,000	\$ -
	Total	\$ 225,000	\$ -	\$ -	\$ 100,000	\$ -
<i>Parks & Recreation</i>	Soccer field grading/parking lot addition		\$ 75,000	\$ -	\$ -	\$ -
	Zero Entry for Pool	\$ -	\$ -	\$ 150,000	\$ -	\$ -
	New baseball field	\$ -	\$ -	\$ -	\$ 125,000	\$ -
	Shelter/restrooms for soccer	\$ -	\$ -	\$ -	\$ -	\$ 80,000
	Total	\$ -	\$ -	\$ 150,000	\$ 125,000	\$ 80,000
<i>Sheriff</i>	Replacement Vehicles	\$ 171,000	\$ 173,000	\$ 175,000	\$ 177,000	\$ 179,000
	Replacement Radios	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
	NextGen 911 system upgrade	\$ -	\$ 150,000	\$ -	\$ -	\$ -
	Total	\$ 221,000	\$ 373,000	\$ 225,000	\$ 227,000	\$ 229,000
<i>Transportation</i>	Pedestrian Bridge Route 7 App Trail	\$ -	\$ -	\$ -	\$ -	TBD
	Total	\$ -	\$ -	\$ -	\$ -	TBD
	Total	\$ 1,296,000	\$ 623,000	\$ 475,000	\$ 552,000	\$ 1,909,000

FY 2021 INCENTIVE PROGRAM EVALUATION SHEET

	QUARTER 1							QUARTER 2					QUARTER 3				QUARTER 4			Qtr Avg
	JUL	JUL COV	AUG	AUG COV	SEPT	SEPT COV	Qtr Avg	OCT	OCT COV	NOV	DEC	Qtr Avg	JAN 19	FEB	MAR	Qtr Avg	APR	MAY	JUN	
ENDERS	250.3	1631	234.5	1088	271	1029	252	233.5	1095											
BOYCE w/pt	143	496	183.8	613.8	157	512	161.3	179.3	675.5											
BLUE RIDGE	20.25	133	77	397.5	33.3	245	43.5	27.25	223											
Total All	413.6	2260	495.2	2099	462	1786	456.8	440	1994	0	0		0	0	0		0	0	0	
# FTE (208hrs)	1.99	10.87	2.38	10.09	2.22	8.58		2.12	9.59	0.00	0.00		0.00	0.00	0.00		0.00	0.00	0.00	

Receive Incentive of \$1250.00 per quarter, mininum 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-Leave	240	96	216	224.5									776.5
Late/Early Calls	5.5	7.5	3.75	10									26.75
Waiting Relief	0.75	0	0	0									0.75
Training (precept)	34.25	0	1	0									35.25
Other	31.25	52.75	3.75	11.25									99
Other-COVID	20.5	8	35	18.25									81.75
PT Over Hours	0	28	22.75	0									50.75
	332.25	192.25	282.25	264	0	0	0	0	0	0	0	0	1070.75

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Leave Hours(Month)	431.9	405	492	390.75									1719.65
EL Hours(Month)	0	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	Vacation days, OT for Co. 8 staffing as PT precepting, several COVID issues & 36hrs of COVID Leave
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 _____, 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 COMPANY, INCORPORATED, a Virginia non-stock corporation, and BLUE RIDGE VOLUNTEER FIRE DEPARTMENT 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 Operations Team.

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.

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 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.
- 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.
- 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.
- 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. Actual work hours will be determined by the Director based on current response data and input from the Company Chief.
- C. Any requests for 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 qualifications, 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 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.
- 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 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.

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 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. 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 and EMS personnel.

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 SOG's, 100.5 General – Vehicle Accidents, and 100.6 General – Injury Incidents.
- 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 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.
- 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.
- 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: _____
Michael Cornett, President

County of Clarke, Virginia

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

Blue Ridge Staffing COVID Update 11/4/2020

Days Staffed to date – Sept. – 3, Oct. - 13

Applicant Testing (to date)–

Number of applicants – 37

Number passed written – 23

Number failed written - 4

Number passed ability test – 14

Number failed ability test - 4

Number of No Shows– 2

Number of people pending testing – 4 (ability)

Self-removed – 1

Number of backgrounds completed - 15

Number of job offers extended – 12 (possible 3 more after physical)

Number of job offers accepted – 12

Applicants in final review/background - 2

Staffing information

Total Calls run –

Sept. – 2

Oct. – 10

Days with no calls – 5

Days with calls - 8

Location of calls by box # -

Company 8		Other Companies	
Box	Number of calls	Box	Number of calls
801	6	100	2
802	0	Loudoun Co.	1
803	0		
804	1		
805	0		

DIRECTORS REPORT

Month-November 2020 (updated 11/5/2020)

Standard Reports

-Response Report –See the attached reports

Updates-

- Top 3 categories for Errors – Only 7 provider errors this month, Great Job!!
 - Other (no reports)
 - Procedures
 - Signatures
- Recent SOGs adopted:
 - None
- Upcoming SOGs
 - Evaluations (career personnel)
 - Vehicle and Equipment checks (updates with PS Trax)

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

- All remaining CARES funding proposals have been preliminarily approved by the BOS, items pending for Fire – Rescue
 - Gear for PT staffing Blue Ridge – Ordered
 - 2 additional AeroClaves – Ordered
 - Hazard Pay – Round 1 complete
 - FIT Test Machine - Ordered
- Weekly Conference calls with State and Federal partners on statuses. Additionally, bi-monthly meetings with our most vulnerable populations. **Update – VDH is preparing to set up 3-5 “POD” like places in the county**
- Submitted an AFG-COVID supplemental grant for SCBA adaptors w/filters and infection control kits for all providers – **Update – Most of this is in, distributions have gone out to the companies.**
- We have seen an increase in cases in Clarke, as of the date of this document, VDH has confirmed the cases are widespread and not associated with an event or specific locations (outbreaks)

- Some updates to the Fire – Rescue COVID page, these new updates address the procedures for a possible exposure. Please keep in mind each situation is a little different and evaluated separately.

-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 – Additional items are in, couple of app questions by vendor being corrected**
- Grants –
 - Enders –
 - RSAF (ambulance) – In service
 - Boyce –
 - Blue Ridge –
 - AFG - SCBAs - Denied
 - CCFR –
 - AFG COVID – Awarded (see above)
 - AFG – Radios – Denied
 - RSAF – Handtevey- Awarded (see above)
 - SAFER – have received our first 2 reimbursements (total of 6 months' worth of funding), next request will be only for 2 months to get us in line with our fiscal year.
 - Rural AED – Pending
 - REC-Recruitment & Retention (radio advertising) see below

-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 – A demo with Target Solutions was done, information will be discussed at next Chief's meeting 11/18**
- Started work on the 2021 – 2026 Strategic Plan – Hope to have draft ready for Commission comment by the end of the year. **Update – about 70% complete**

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 – MDT's mounted on E4, Medic 4, new MDT for Medic 1**
- Training –
 - FIT Testing classes scheduled in-county for 10/12 - **Completed**

- EVOC class scheduled in-county for 10/24-10/25 – **Postponed due to injury by instructor, rescheduling for Spring**
- Working on a ALS and BLS CEU program – **Draft schedule is complete, working on final cost, will be given to Chiefs at next meet for comments.**

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 –Study is back, BOS Personnel Committee has recommended it, and Finance Committee has requested some additional information.**

4) Resource Management

- Closure for Insurance bid is 11/6, review of bids will take place the week of 11/9
- Several different uniform & gear items are arriving and being ordered as part of the Blue Ridge staffing.
- Reviewing information on current Revenue Recovery Contract – does not to be a need to change contract if structure changes.

5) Health and Safety

- Insurance Claims for the month –
 - Umbrella Liability –
 - None
 - Auto –
 - Damage to rear drivers side (deep scratch) –not sent to insurance company
 - Property –
 - None
 - Workers Comp. –
 - None.

6) Employee Development

- Part-time employees hired are a different stages of release, 2 top priorities are ambulance driver release and precepting. Officers are conducting a weekly status of these people to keep track of status.

7) Community Outreach

- Working on advertising for Clarke County Recruitment;
 - Radio add waiting on grant funding from REC

- Social Media push – scheduled for End of November
- Attended meeting at Rotary Club to go over information on COVID and to answer questions.

Other remarks

Information on Tuition Reimbursement Request 2019

September 2019 Meeting Minutes:

Under New Business:

Mr. Lawrence remarked that Enders has a volunteer member taking a medic class. They will be forwarding a letter to the Commission to request assistance of reimbursement on her \$2,000.00 tuition. Mr. Lawrence made a motion to table this discussion until next meeting. The motion passed with all in favor.

October 2019 Meeting Minutes:

Under New Business:

Enders EMS Education fund request - Mr. Conrad opined that something like this should have been discussed and had a program in place prior to requesting funds to be reimbursed. He stated that he does feel this is a good thing to have, for example Boyce has a scholarship program already in place; but in the future, a process needs to be followed so everyone knows what they can and cannot do. Mr. Lawrence commented that probably only 1 volunteer a year could potentially take advantage of a program like this. Mr. Roper made a motion to approve the proposed amount of \$1,000 from the already established recruitment and retention training budget for the volunteer's education reimbursement. The motion passed with all in favor. Mr. Roper also recommended to Mr. Lichty that during the upcoming budget process to add in additional funds on that line item for next fiscal year.

Budget History:

An additional \$1,000 was added to the FY2021 Budget as "Tuition Reimbursement"; part of increase to Volunteer Purchased Services" – this was approved.

Additional Information:

There has been no formal program or procedure established for Tuition Reimbursement.

Original request was for \$2,000

A copy of Memorandum of Agreement was signed and a copy obtained prior to release of funds. Additionally the letter outlining fund requirements is attached.

This topic was discussed at the November 7, 2019 Finance Committee



**JOHN H. ENDERS VOLUNTEER FIRE COMPANY, INC.
& RESCUE SQUAD
9 SOUTH BUCKMARSH STREET
BERRYVILLE, VIRGINIA 22611**



MEMORANDUM OF AGREEMENT

This is an agreement between the John H. Enders Fire Company, Inc. & Rescue Squad and our member Meghan Glidden to provide funding for educational expenses to further her abilities to provide Emergency Medical Services to benefit the Company.

John H. Enders Fire Company, Inc. agrees to provide the sum of \$2000.00 payable to the educational institution for the Advance Life Support Classes on behalf of Meghan Glidden.

Meghan Glidden agrees to complete the Medic Program, and upon successful completion of the program agrees to provide a minimum of 200-hours of ALS service to the John H. Enders Fire Company, Inc. and Rescue Squad to be completed on or before May 30, 2023.

Failure to complete the above requirement shall result in repayment in full of the money provided.

X

Harold L. Rohde
President

X

Meghan Glidden
Member

MEMORANDUM

To: Emily Johnson, Accounts Payable
Tom Judge, Director JAS

From: Brian Lichy, Director Fire, EMS and Emergency Management

Cc: Chris Boies, County Administrator

Date: February 18, 2020

RE: Educational Funding Request

Please let this memo serve as the record for payment to Ms. Megan Glidden in the amount of \$1,000 per the conditions outlined in the attached letter. This letter is part of the request submitted to the Fire-EMS Commission in October and further approved by the BOS Finance Committee in November 2019.

As outlined in the attached letter I will monitor Ms. Glidden's hours as to verify she met the requirements. These funds will be paid from account 100-000-000-000-3-32-322-32200-3000. Please see the attached letter for further details.

Should you have any questions or concerns please feel free to contact me.

February 7, 2020

Megan Glidden
Operational Member
John H Enders VFD
PO Box 263
Round Hill, VA 20142

Dear Ms. Glidden,

I am pleased to inform you have been awarded a \$1,000 educational assistance contribution from the County of Clarke. This award was at the request of the John H Enders Volunteer Fire Department to assist you in your Paramedic education program.

As a condition of this contribution you must meet the requirements set forth in your contract with John H Enders VFD. If you do not meet the conditions of said contract, you will be required to repay the contribution.

In order to process the release of funds, please sign below the acknowledgment of this letter. Once signed you may return via email at blichty@clarkecounty.gov or mail/drop off at 101 Chalmers Court, Suite B Berryville VA 22611.

I applaud you on your educational choice and look forward to seeing you become a Paramedic. The skills and knowledge you will gain from this program combined with your already impressive EMS skills will make you an even more valuable member of the Clarke County Fire – Rescue system. Should you have any questions or concerns please feel free to contact me.

<u>X Megan Glidden</u> Print Name	<u>X Megan Glidden</u> Signature	<u>X 02/14/2020</u> Date
--------------------------------------	-------------------------------------	-----------------------------

I hereby acknowledge by signing this letter I agree to the conditions outlined above.

Sincerely,



Brian Lichty
Director Fire, EMS and
Emergency Management