



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.

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.

- 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. Lichty 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. Lichty 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. Lichty 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. Lichty 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. Lichty 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. Lichty, 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. Lichty provided the group with the updated numbers for the applicant's status. Chief White is working on a recruitment video and Mr. Lichty 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.

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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

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