



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

AGENDA

December 10, 2020

6:30pm

Clarke County Government Center – Meeting Room AB

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes – November 12th, 2020 (p. 3-5)
4. Committee Reports – Information Only
  - Standards – See Attached report (p. 6-21)
  - Technology – See attached minutes (p. 22)
  - Budget/Preparation – Company presentations (p. )
    - Enders – None
    - Blue Ridge – C. Grubb (p. 24)
    - Boyce – B. Conrad (p. 25-26)
5. Unfinished Business
  - Incentive program review – Information (p. 23)
  - Communications/Succession Document-Final Draft (see previous documents)
  - OT Report-Information only (p. 28)
  - Blue Ridge Staffing update – Information only (p. 29-30)
6. Report from the Director of Fire and EMS – Information Only (p. 31-33)
7. New Business

8. Summary of required action

9. Adjourn

All meeting documents will be distributed at meeting. Next meeting is on January 14th, 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

November 12<sup>th</sup>, 2020 6:30pm

Clarke County Government Center – Meeting Room AB

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

Absent: Tony Roper

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 October 8<sup>th</sup>, 2020 minutes. The motion was passed with all in favor.
4. Committee Reports
  - Standards – Mr. Lichty reviewed with the group. Mr. Veler asked for a “trending line” to be added to each graph. Ms. Harrison and Mr. Loker requested a reference map to be added to the Box Number Response Times report to identify the coverage areas of the box numbers. Ms. Harrison inquired if there was a way to show the number of response calls that are going to the Nursing/Skilled facilities for public assistance calls that do not result in a transport. Mr. Lichty will look further into this and bring details to the next meeting. 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 – A date of Monday, December 14<sup>th</sup>, 2020 was set for the budget subcommittee to meet and Mr. Loker was added to the group. The draft letter to the Companies was agreed upon by the group to release as is tomorrow. The CIP information was briefly reviewed and all were reminded that this is proposed plan, not set in stone.

5. Unfinished Business

- Incentive program review – Mr. Lichy reviewed with the group. No comments or questions.
- Communications/Succession Document-Final Draft (see previous documents) – Postponed until further notice.
- OT Report – Mr. Lichy reviewed with the group. No comments or questions.
- Fire-Rescue Agreement – Discussion/Review – It was confirmed that the changes since last meetings copy consisted only of grammatical corrections. Mr. Weiss verified on page 27 item G that the overall “pot” of money is not being increased, it’s just being adjusted on how a portion is distributed. Ms. Harrison and Mr. Boies confirmed. Mr. Hoff made a motion to send the agreement to the BOS as is. The motion was passed with all in favor.
- Blue Ridge Staffing update – Mr. Lichy reviewed with the group. Ms. Harrison and Mr. Weiss inquired that the days listed with zero calls, meant there were no calls at all on those days, the staff were at the station, didn’t leave and not involved in any other calls. Mr. Lichy confirmed and elaborated the time of staffing is from 6am-6pm. No other comments or questions.

6. Report from the Director of Fire and EMS – Mr. Lichy reviewed with the group. Discussion-Mr. Weiss mentioned that the BOS Personnel agreed that the high risk retirement study (LEOs), was a reasonable thing to pursue. The Finance committee is still committed to working through it and had further questions, other Supervisors were wondering if there might be other methods by which the BOS could help the employees retire early that wouldn’t be as costly. They are working at getting more information and a clearer understanding of the future annual costs.

7. New Business

- Tuition Assistance M. Hardesty – Ms. Harrison identified that there is not a formal application or method in place for requests like this and is something that needs to be put in place; maybe start this in January or February timeframe. Mr. Veler made a motion to approve the tuition assistance request for \$1,000.00 for Ms. Hardesty. The motion was passed with all in favor.

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 7:30pm.

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.

All meeting documents will be distributed at meeting. Next meeting is on December 10<sup>th</sup>, 2020 at 6:30pm in the Clarke County Government Center – Meeting Room AB

---

Minutes Transcribed by Melanie Radford

DRAFT

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

# STANDARDS SUBCOMMITTEE RESPONSE EVALUATION

Month: November

|   |    |                               |       |
|---|----|-------------------------------|-------|
| <b>Total responses in question for month-</b> | 23 |                               |       |
| 11 Minute-No response(True Fail)-             | 16 | Percent of total in question- | 69.6% |
| Delayed Response-                             | 1  | Percent of total ALL CALLS-   | 5.3%  |
| Overburden-                                   | 5  |                               |       |
| 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 requesteed; not

|  |      |
|--|------|
| Total Responses for Month (all Companies)- | 304  |
| Total responses in question for month-     | 23   |
| Percentage of Responses for Month-         | 7.6% |

| Blue Ridge Vol. Rescue         |       |
|--------------------------------|-------|
| Total Responses-               | 27    |
| 11 Minute-No Response-         | 8     |
| Percentage of total responses- | 29.6% |
| Overburden-                    | 1     |

| Blue Ridge Vol. Fire           |       |
|--------------------------------|-------|
| Total Responses-               | 18    |
| 11 Minute-No Response-         | 3     |
| Percentage of total responses- | 16.7% |
| Overburden-                    | 1     |

| Boyce Vol. Rescue              |      |
|--------------------------------|------|
| Total Responses-               | 43   |
| 11 Minute-No Response-         | 2    |
| Percentage of total responses- | 4.7% |
| Overburden-                    | 0    |

| Boyce Vol. Fire                |       |
|--------------------------------|-------|
| Total Responses-               | 22    |
| 11 Minute-No Response-         | 3     |
| Percentage of total responses- | 13.6% |
| Overburden-                    | 3     |

| Enders Vol. Rescue             |      |
|--------------------------------|------|
| Total Responses-               | 135  |
| 11 Minute-No Response-         | 0    |
| Percentage of total responses- | 0.0% |
| Overburden-                    | 0    |

| Enders Vol. Fire               |      |
|--------------------------------|------|
| Total Responses-               | 59   |
| 11 Minute-No Response-         | 0    |
| Percentage of total responses- | 0.0% |
| Overburden-                    | 0    |

|              |               |           |
|--------------|---------------|-----------|
| OB           | Overburdened  | 5         |
| TU           | True Failure  | 16        |
| DR           | Delayed Resp. | 1         |
| RE           | Removed       | 1         |
| <b>TOTAL</b> |               | <b>23</b> |

\*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.

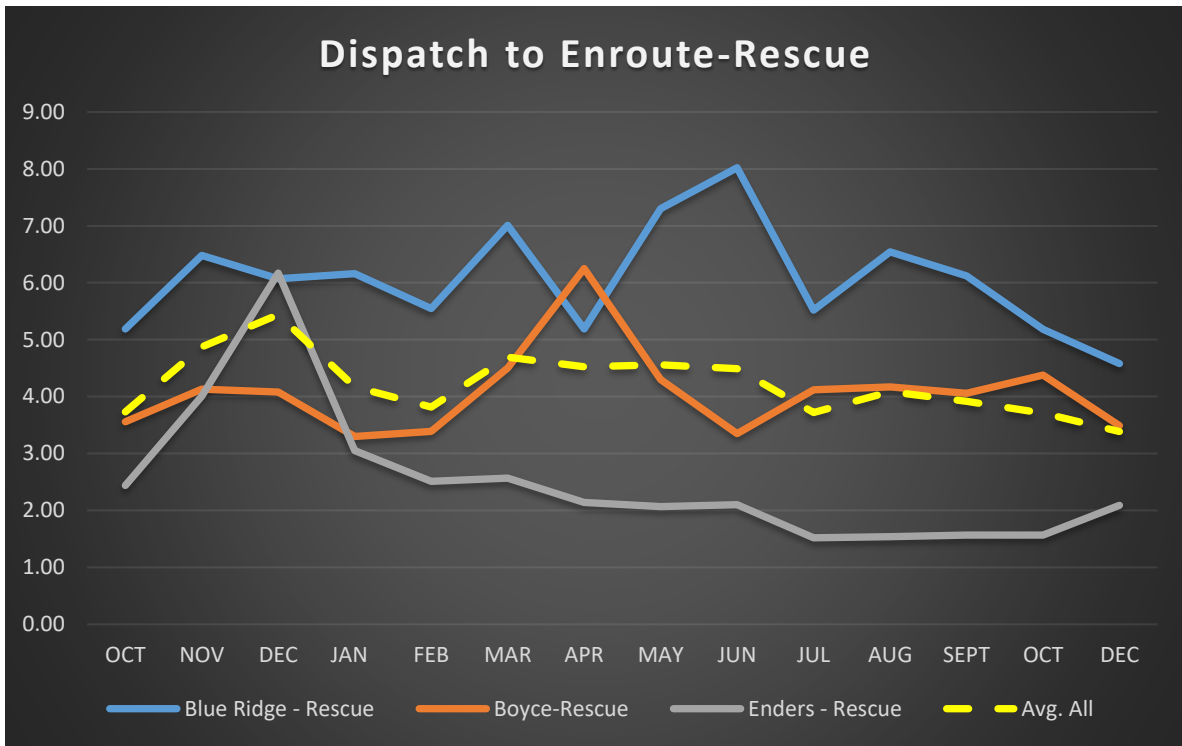
**Delayed Response (DR)**– When a company did respond but it was past the 11-minute failure mark but before the 20 minute mark

**Removed (RE)** – The information provided did not any of the above criteria and the sub-committee removed the incident from the failure list.

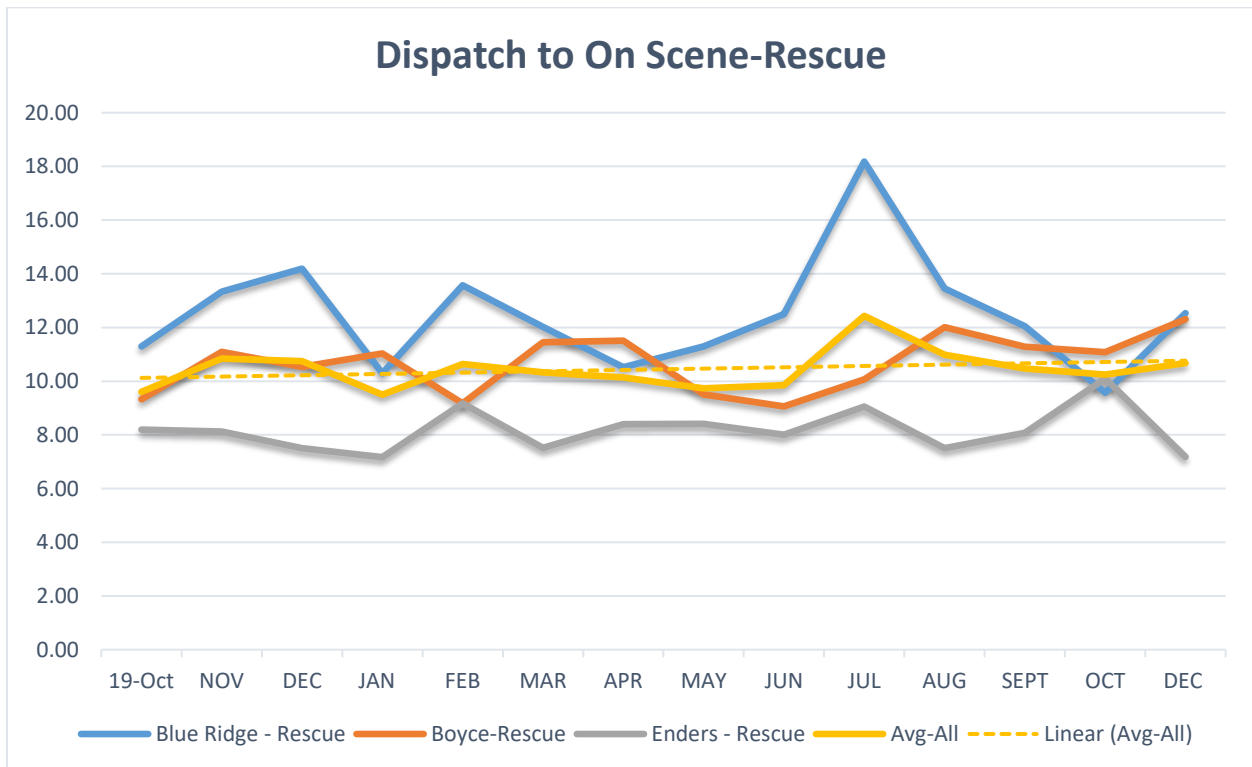
## MUTUAL AID RESPONSES

|                          | 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            | 0            |                | 24           |
| FIRE                     | 0            | 1            | 0            | 0           | 0           | 0            | 0            | 0            | 0            | 0            | 0            |                | 1            |
| MA-Given/Request         | 0            | 0            | 0            | 0           | 0           | 0            | 0            | 0            | 0            | 0            | 0            |                | 0            |
| Warren Co.-EMS           | 10           | 13           | 7            | 5           | 10          | 9            | 15           | 12           | 7            | 8            | 17           |                | 113          |
| FIRE                     | 6            | 6            | 6            | 2           | 0           | 2            | 9            | 5            | 12           | 5            | 14           |                | 67           |
| MA-Given/Request         | 0            | 0            | 0            | 0           | 0           | 0            | 0            | 0            | 0            | 1            | 0            |                | 1            |
| Frederick Co.-EMS        | 16           | 15           | 8            | 2           | 2           | 9            | 5            | 8            | 4            | 4            | 3            |                | 76           |
| FIRE                     | 1            | 2            | 1            | 2           | 1           | 0            | 1            | 1            | 4            | 1            | 4            |                | 18           |
| MA-Given/Request         | 1            | 8            | 5            | 3           | 3           | 2            | 3            | 3            | 3            | 7            | 4            |                | 42           |
| Fauquier Co.-EMS         | 7            | 4            | 8            | 5           | 6           | 4            | 8            | 4            | 6            | 4            | 2            |                | 58           |
| FIRE                     | 2            | 2            | 2            | 0           | 0           | 2            | 5            | 5            | 2            | 1            | 3            |                | 24           |
| MA-Given/Request         | 0            | 0            | 0            | 0           | 0           | 3            | 0            | 0            | 1            | 0            | 0            |                | 4            |
| Loudoun Co.-EMS          | 0            | 1            | 4            | 1           | 3           | 1            | 6            | 2            | 3            | 4            | 5            |                | 30           |
| FIRE                     | 0            | 0            | 3            | 0           | 2           | 0            | 4            | 1            | 1            | 2            | 6            |                | 19           |
| MA-Given/Request         | 2            | 3            | 2            | 1           | 1           | 2            | 1            | 7            | 3            | 5            | 1            |                | 28           |
| <b>TOTAL(MA REC)-</b>    | <b>57</b>    | <b>52</b>    | <b>39</b>    | <b>18</b>   | <b>24</b>   | <b>27</b>    | <b>53</b>    | <b>38</b>    | <b>39</b>    | <b>29</b>    | <b>54</b>    | <b>0</b>       | <b>430</b>   |
| <b>TOTAL CALLS MO.-</b>  | <b>276</b>   | <b>178</b>   | <b>175</b>   | <b>205</b>  | <b>257</b>  | <b>254</b>   | <b>293</b>   | <b>323</b>   | <b>275</b>   | <b>270</b>   | <b>304</b>   | <b>0</b>       | <b>2810</b>  |
| <b>% OF TOTAL CALLS-</b> | <b>20.7%</b> | <b>29.2%</b> | <b>22.3%</b> | <b>8.8%</b> | <b>9.3%</b> | <b>10.6%</b> | <b>18.1%</b> | <b>11.8%</b> | <b>14.2%</b> | <b>10.7%</b> | <b>17.8%</b> | <b>#DIV/0!</b> | <b>15.3%</b> |

## Response Information

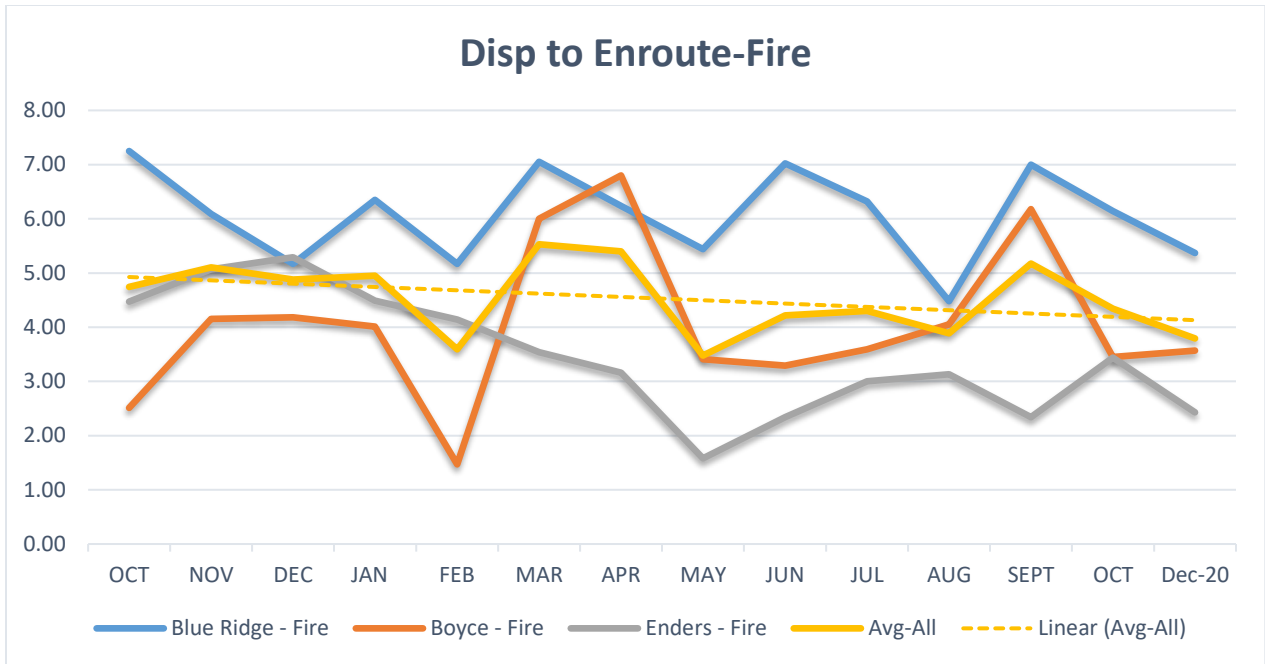


Graph 1.1

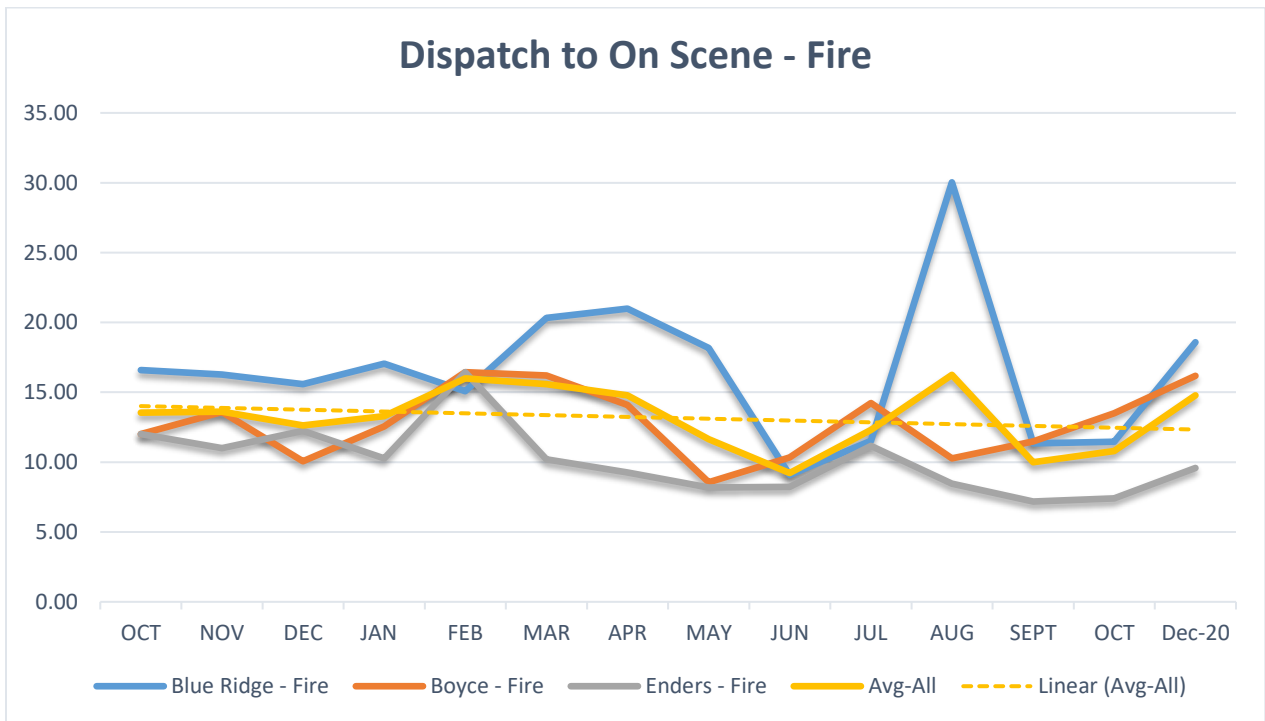


Graph 1.2

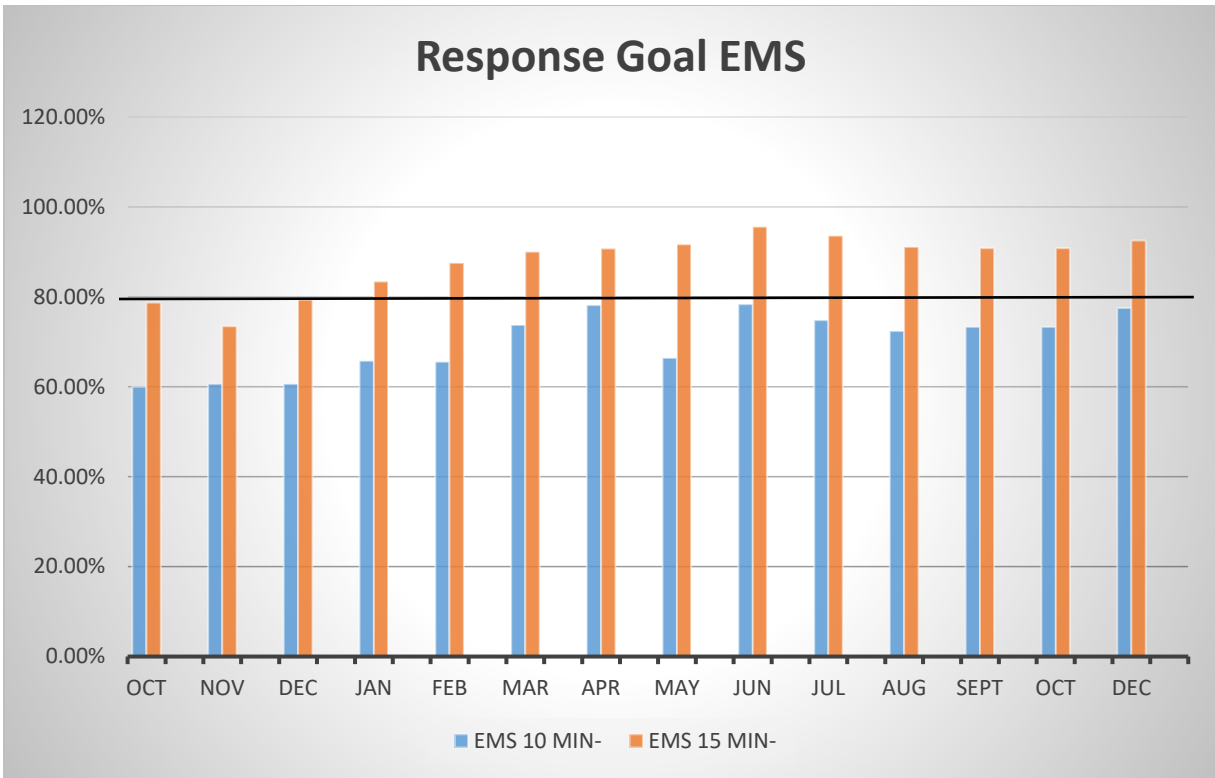




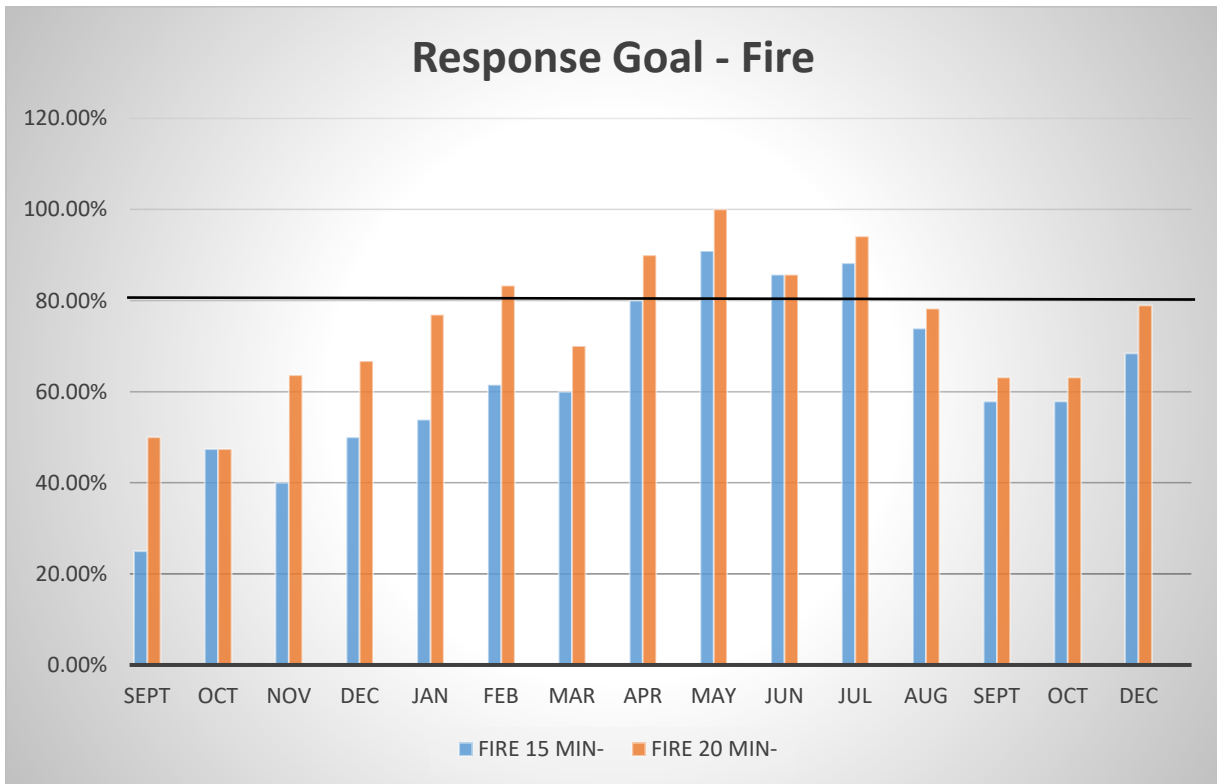
Graph 1.3



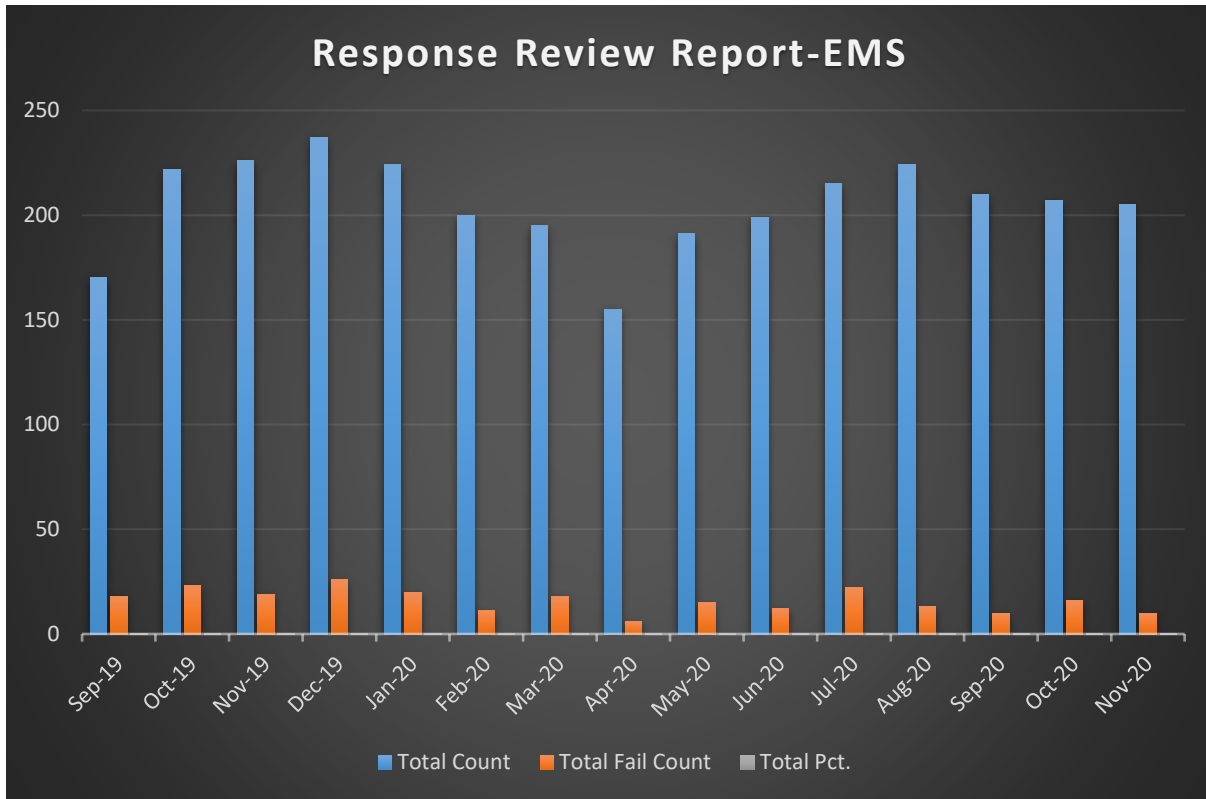
Graph 1.4



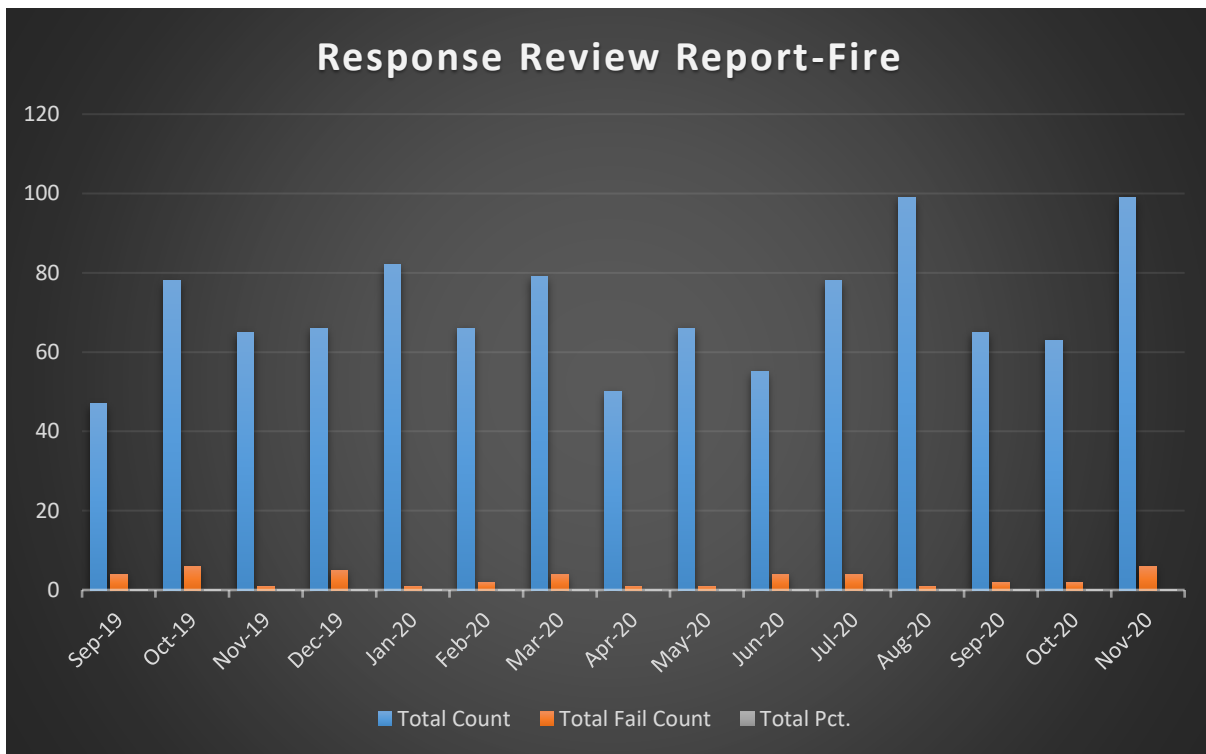
Graph 1.5



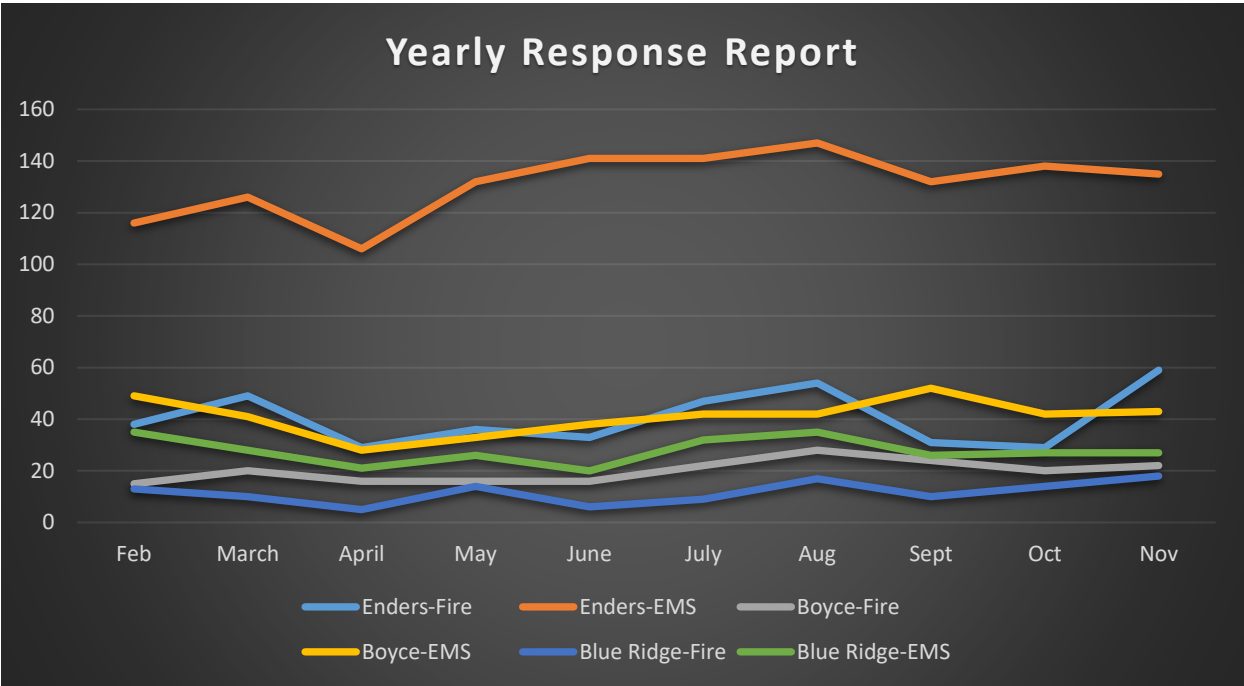
Graph 1.6



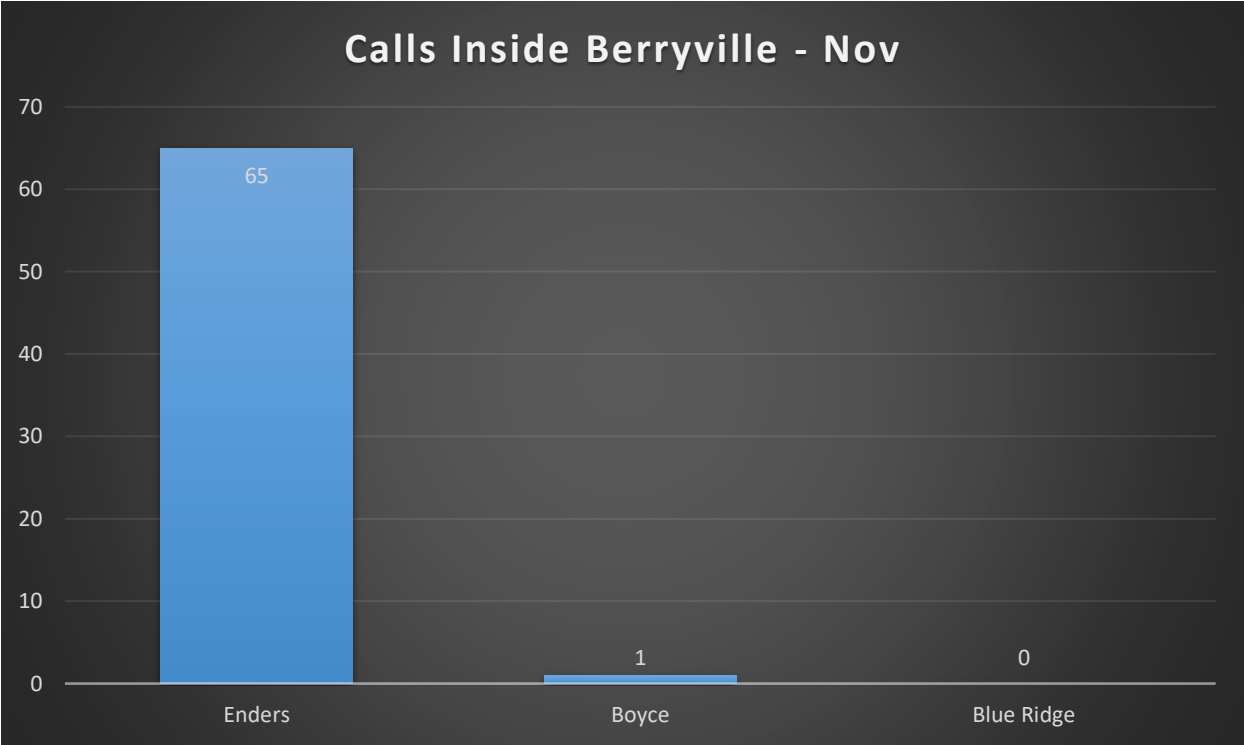
Graph 4 (above)



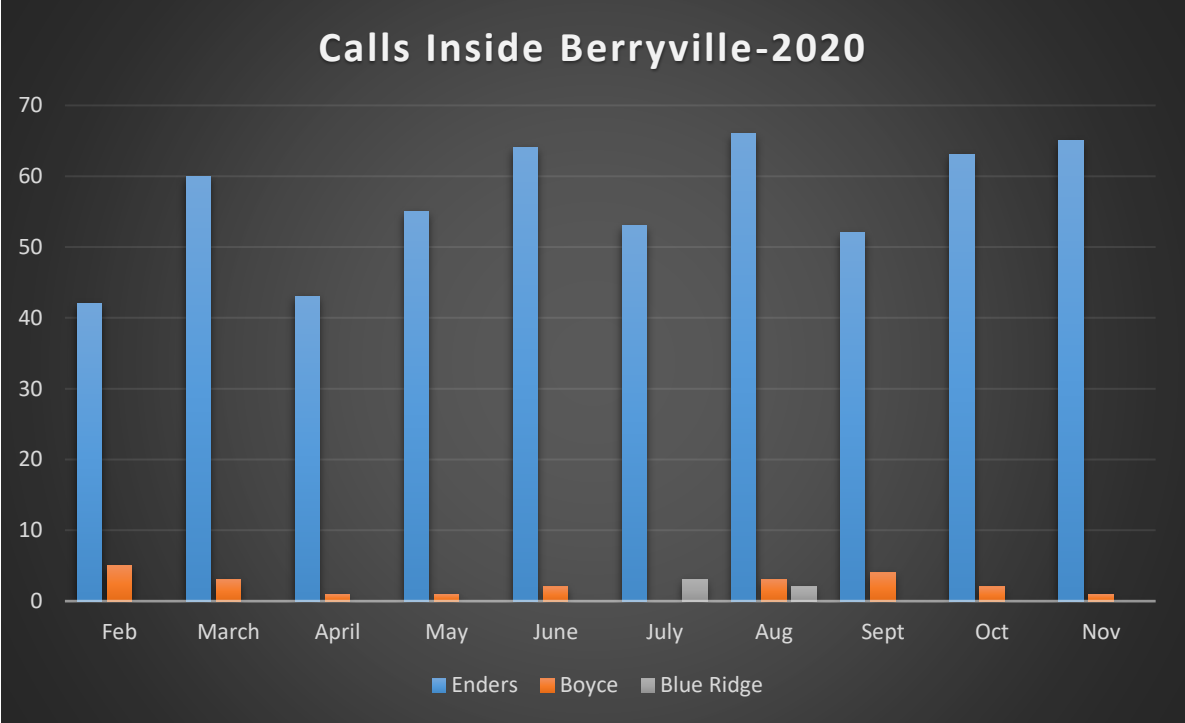
Graph 5 (above)



Graph 6 (above)



Graph 7 (above)



Graph 8 (above)



***Division of Fire and Rescue Services***

***Yearly Response Report***

***January 1<sup>st</sup> 2020 – December 31<sup>st</sup> 2020***

| <b><i>Station</i></b> | <b><i>Jan</i></b> | <b><i>Feb</i></b> | <b><i>March</i></b> | <b><i>April</i></b> | <b><i>May</i></b> | <b><i>June</i></b> | <b><i>July</i></b> | <b><i>Aug</i></b> | <b><i>Sept</i></b> | <b><i>Oct</i></b> | <b><i>Nov</i></b> | <b><i>Dec</i></b> | <b><i>Total</i></b> |
|-----------------------|-------------------|-------------------|---------------------|---------------------|-------------------|--------------------|--------------------|-------------------|--------------------|-------------------|-------------------|-------------------|---------------------|
| Enders-Fire           | 37                | 38                | 49                  | 29                  | 36                | 33                 | 47                 | 54                | 31                 | 29                | 59                |                   |                     |
| Enders-EMS            | 140               | 116               | 126                 | 106                 | 132               | 141                | 141                | 147               | 132                | 138               | 135               |                   |                     |
| Boyce-Fire            | 18                | 15                | 20                  | 16                  | 16                | 16                 | 22                 | 28                | 24                 | 20                | 22                |                   |                     |
| Boyce-EMS             | 53                | 49                | 41                  | 28                  | 33                | 38                 | 42                 | 42                | 52                 | 42                | 43                |                   |                     |
| Blue Ridge-Fire       | 16                | 13                | 10                  | 5                   | 14                | 6                  | 9                  | 17                | 10                 | 14                | 18                |                   |                     |
| Blue Ridge-EMS        | 41                | 35                | 28                  | 21                  | 26                | 20                 | 32                 | 35                | 26                 | 27                | 27                |                   |                     |

| <b><i>Calls Inside Berryville</i></b> | <b><i>Jan</i></b> | <b><i>Feb</i></b> | <b><i>March</i></b> | <b><i>April</i></b> | <b><i>May</i></b> | <b><i>June</i></b> | <b><i>July</i></b> | <b><i>Aug</i></b> | <b><i>Sept</i></b> | <b><i>Oct</i></b> | <b><i>Nov</i></b> | <b><i>Dec</i></b> | <b><i>Total</i></b> |
|---------------------------------------|-------------------|-------------------|---------------------|---------------------|-------------------|--------------------|--------------------|-------------------|--------------------|-------------------|-------------------|-------------------|---------------------|
| Enders                                | 69                | 42                | 60                  | 43                  | 55                | 64                 | 53                 | 66                | 52                 | 63                | 65                |                   |                     |
| Boyce                                 | 7                 | 5                 | 3                   | 1                   | 1                 | 2                  | 0                  | 3                 | 4                  | 2                 | 1                 |                   |                     |
| Blue Ridge                            | 1                 | 0                 | 0                   | 0                   | 0                 | 0                  | 3                  | 2                 | 0                  | 0                 | 0                 |                   |                     |

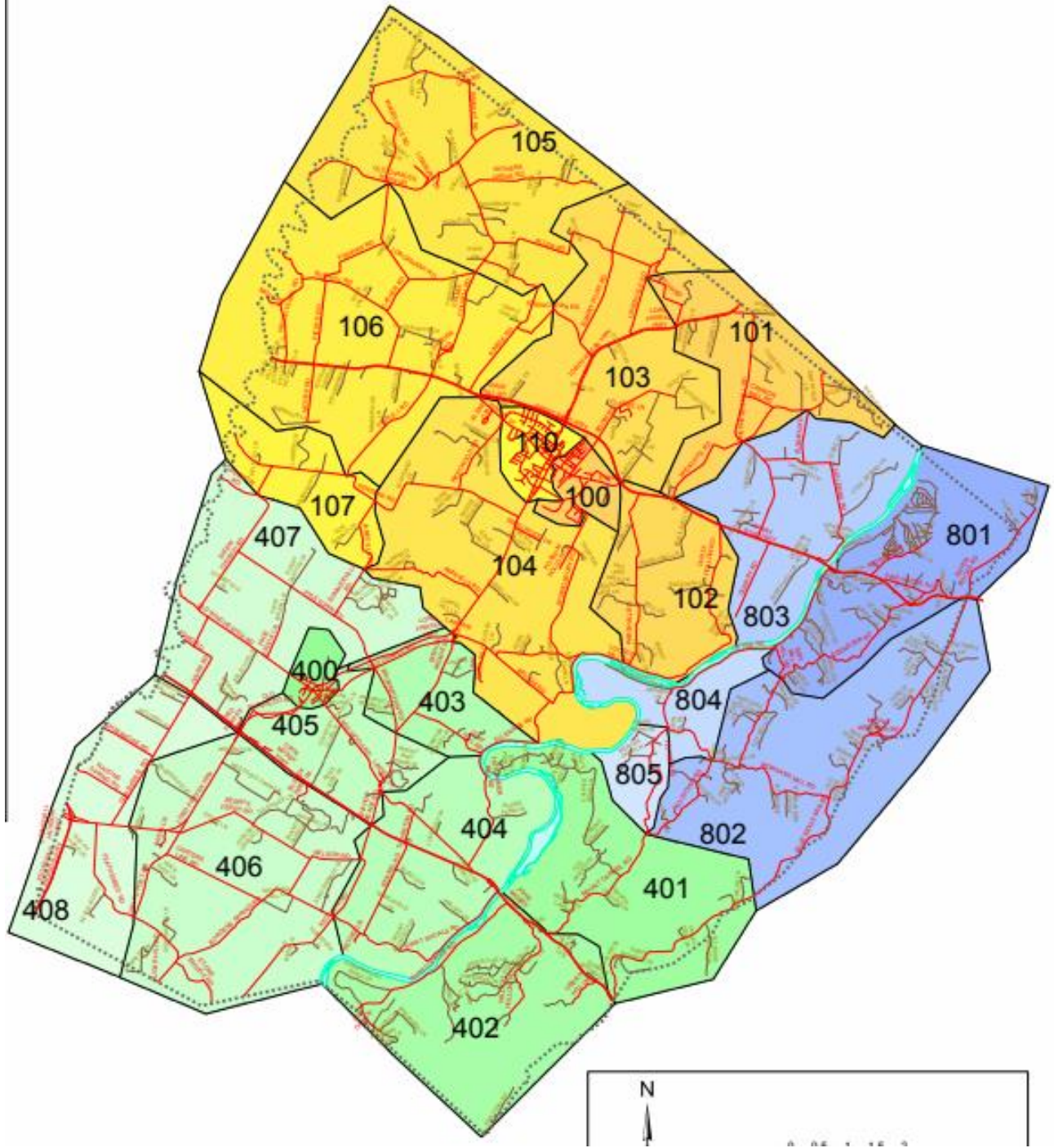
**Clarke County Fire & EMS  
FY 20-21 Closing Balance Summary**

| Description                        | Jul-20             | Aug-20             | Sep-20             | Oct-20             | Nov-20             | Dec-20 | YTD Totals          |
|------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------|---------------------|
| <b>Billable Calls</b>              |                    |                    |                    |                    |                    |        |                     |
| Enders (Co 1)                      | 69                 | 78                 | 83                 | 75                 | 74                 |        | 379                 |
| Boyce (Co 4)                       | 10                 | 16                 | 8                  | 10                 | 11                 |        | 55                  |
| Blue Ridge (Co 8)                  | 4                  | 6                  | 4                  | 5                  | 7                  |        | 26                  |
| <b>Total # of Billable Calls</b>   | <b>83</b>          | <b>100</b>         | <b>95</b>          | <b>90</b>          | <b>92</b>          |        | <b>460</b>          |
| ALS Trips Billed                   | 43                 | 48                 | 48                 | 43                 | 48                 |        | 230                 |
| BLS Trips Billed                   | 37                 | 47                 | 41                 | 41                 | 44                 |        | 210                 |
| TNT Trips Billed                   | 3                  | 5                  | 6                  | 6                  | 0                  |        | 20                  |
| <b>Total</b>                       | <b>83</b>          | <b>100</b>         | <b>95</b>          | <b>90</b>          | <b>92</b>          |        | <b>460</b>          |
| <b>Calls Dispatched</b>            |                    |                    |                    |                    |                    |        |                     |
| Co 1 Career                        | 44                 | 55                 | 64                 | 37                 | 53                 |        | 253                 |
| Co 1 Volunteer                     | 7                  | 8                  | 1                  | 4                  | 8                  |        | 28                  |
| Co 1 Split                         | 48                 | 52                 | 40                 | 66                 | 41                 |        | 247                 |
| Co 4 Career                        | 8                  | 2                  | 1                  | 1                  | 0                  |        | 12                  |
| Co 4 Volunteer                     | 9                  | 8                  | 11                 | 8                  | 8                  |        | 44                  |
| Co 4 Split                         | 6                  | 10                 | 14                 | 13                 | 8                  |        | 51                  |
| Co 8 Career                        | 0                  | 0                  | 2                  | 4                  | 5                  |        | 11                  |
| Co 8 Volunteer                     | 9                  | 9                  | 7                  | 3                  | 1                  |        | 29                  |
| Co 8 Split                         | 1                  | 2                  | 0                  | 0                  | 3                  |        | 6                   |
| Unknown                            | 21                 | 15                 | 14                 | 18                 | 17                 |        | 85                  |
| <b>Total # of Calls Dispatched</b> | <b>153</b>         | <b>161</b>         | <b>154</b>         | <b>154</b>         | <b>144</b>         |        | <b>766</b>          |
| Patient Payments                   | \$2,819.77         | \$3,861.55         | \$3,861.54         | \$5,189.46         | \$1,520.28         |        | \$17,252.60         |
| TNT Payments                       | \$50.00            | \$150.00           | \$450.00           | \$500.00           | \$350.00           |        | \$1,500.00          |
| <b>Total Payments</b>              | <b>\$40,489.83</b> | <b>\$30,259.54</b> | <b>\$34,232.57</b> | <b>\$31,659.62</b> | <b>\$39,302.66</b> |        | <b>\$175,944.22</b> |

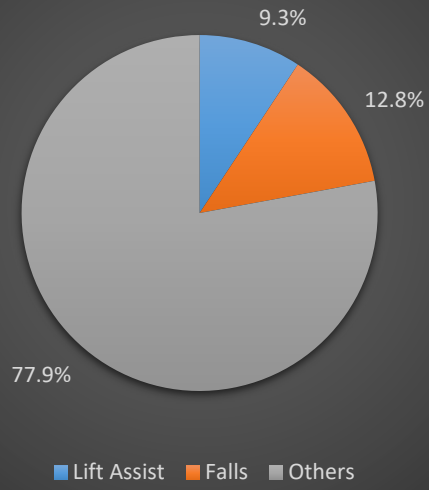
|            | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec | Totals |
|------------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|--------|
| 100        | 23  | 16  | 29  | 19  | 22  | 21  | 26  | 17  | 14   | 18  | 24  |     | 229    |
| 101        | 2   | 7   | 4   | 3   | 1   | 1   | 5   | 6   | 5    | 4   | 4   |     | 42     |
| 102        | 2   | 1   | 4   | 2   | 1   | 5   | 5   | 8   | 3    | 3   | 7   |     | 41     |
| 103        | 9   | 14  | 13  | 7   | 9   | 8   | 13  | 3   | 7    | 10  | 5   |     | 98     |
| 104        | 14  | 9   | 6   | 6   | 4   | 11  | 8   | 10  | 7    | 6   | 10  |     | 91     |
| 105        | 1   | 4   | 4   | 2   | 2   | 7   | 4   | 6   | 9    | 5   | 4   |     | 48     |
| 106        | 8   | 7   | 4   | 4   | 9   | 11  | 6   | 9   | 5    | 4   | 7   |     | 74     |
| 107        | 5   | 2   | 3   | 3   | 2   | 1   | 1   | 1   | 0    | 3   | 2   |     | 23     |
| 110        | 58  | 39  | 39  | 27  | 32  | 42  | 34  | 67  | 43   | 51  | 46  |     | 478    |
| 400        | 7   | 5   | 3   | 6   | 4   | 5   | 1   | 3   | 7    | 4   | 5   |     | 50     |
| 401        | 1   | 3   | 3   | 0   | 2   | 3   | 4   | 1   | 1    | 2   | 2   |     | 22     |
| 402        | 6   | 7   | 3   | 4   | 10  | 4   | 13  | 8   | 6    | 9   | 7   |     | 77     |
| 403        | 2   | 1   | 3   | 4   | 5   | 2   | 3   | 3   | 4    | 5   | 3   |     | 35     |
| 404        | 6   | 5   | 6   | 5   | 8   | 1   | 3   | 1   | 6    | 1   | 1   |     | 43     |
| 405        | 4   | 3   | 3   | 5   | 0   | 6   | 7   | 9   | 6    | 5   | 2   |     | 50     |
| 406        | 7   | 6   | 4   | 8   | 4   | 5   | 12  | 9   | 6    | 12  | 3   |     | 76     |
| 407        | 7   | 6   | 5   | 1   | 9   | 7   | 8   | 3   | 7    | 5   | 3   |     | 61     |
| 408        | 8   | 3   | 3   | 0   | 0   | 2   | 2   | 3   | 3    | 3   | 3   |     | 30     |
| 801        | 12  | 12  | 9   | 7   | 18  | 9   | 15  | 9   | 8    | 16  | 9   |     | 124    |
| 802        | 1   | 2   | 4   | 2   | 6   | 0   | 5   | 2   | 3    | 3   | 10  |     | 38     |
| 803        | 3   | 1   | 4   | 3   | 0   | 3   | 4   | 5   | 7    | 0   | 3   |     | 33     |
| 804        | 1   | 0   | 0   | 0   | 1   | 1   | 0   | 0   | 0    | 2   | 1   |     | 6      |
| 805        | 1   | 2   | 0   | 3   | 1   | 1   | 1   | 2   | 3    | 0   | 0   |     | 14     |
| Subtotal-  | 188 | 155 | 156 | 121 | 150 | 156 | 180 | 185 | 160  | 171 | 161 | 0   | 1783   |
| MA-G       | 4   | 16  | 10  | 7   | 10  | 7   | 8   | 11  | 8    | 14  | 8   |     | 103    |
| NA         | 12  | 7   | 8   | 9   | 7   | 15  | 8   | 5   | 4    | 4   | 5   |     | 84     |
| Subtotal-  | 16  | 23  | 18  | 16  | 17  | 22  | 16  | 16  | 12   | 18  | 13  | 0   | 187    |
| Total-     | 204 | 178 | 174 | 137 | 167 | 180 | 196 | 201 | 172  | 189 | 174 | 0   | 1970   |
| Co. 1 Tot- | 122 | 99  | 106 | 73  | 82  | 107 | 102 | 127 | 93   | 104 | 109 | 0   |        |
| Co. 4 Tot- | 48  | 39  | 33  | 33  | 42  | 35  | 53  | 40  | 46   | 46  | 29  | 0   |        |
| Co. 8 Tot- | 18  | 17  | 17  | 15  | 26  | 14  | 25  | 18  | 21   | 21  | 23  | 0   |        |

|       |      |        |
|-------|------|--------|
| Co 1- | 1124 | 63.04% |
| Co 4- | 444  | 24.90% |
| Co 8- | 215  | 12.06% |
|       | 1783 |        |

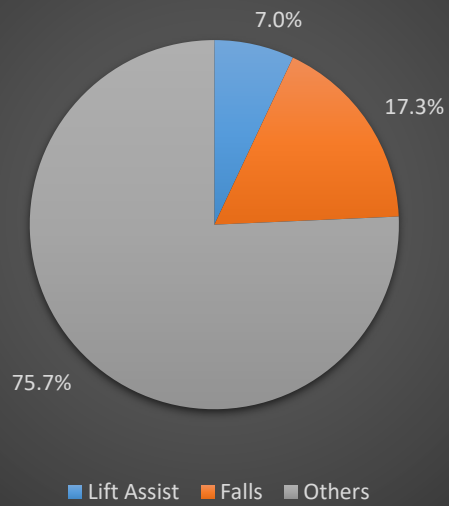




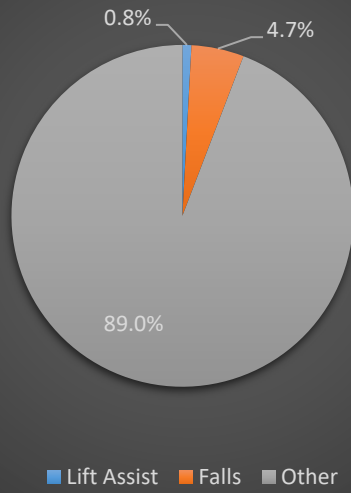
## 2019 Incidents (Lift Assist & Falls)



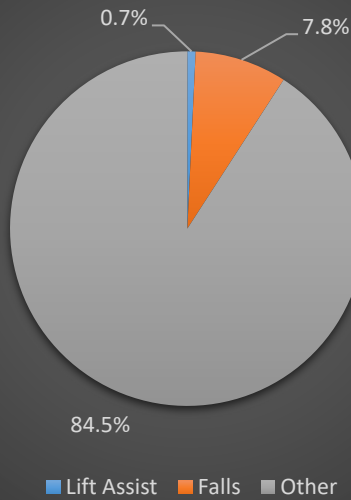
## 2020 Incidents (Lift Assist & Falls)



## 2019 Calls to Facilities



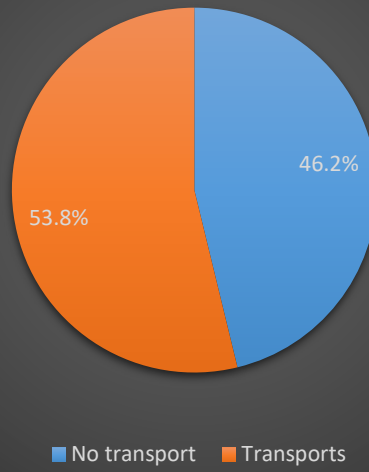
## 2020 Calls to Facilities



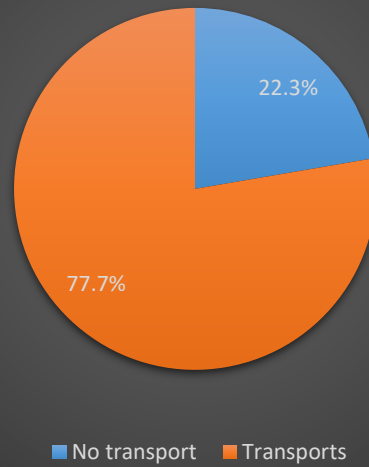
### Facilities-

Mary Hardesty House  
RoseHill/Golden Living  
The Retreat at Berryville  
Greenfield House

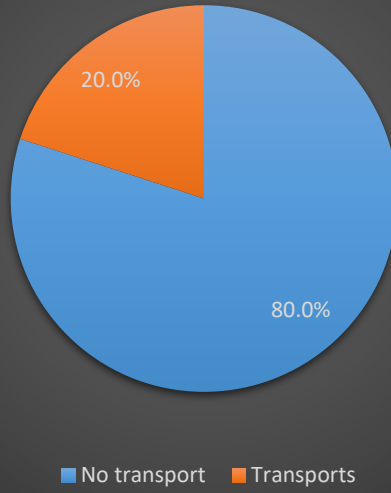
## 2019-Lift Assists Facilities



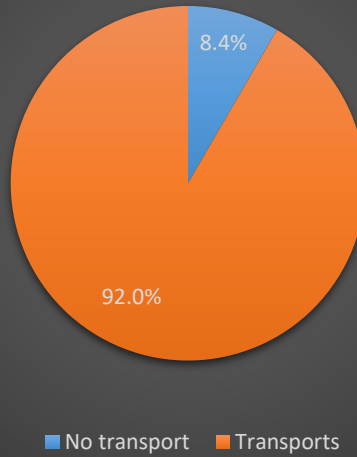
## 2020-Lift Assist Facility



## 2019-Falls Facilities



## 2020-Falls Facilities



## **Minutes of the Technology Committee December 1, 2020.**

In attendance; Sheriff Roper, Chief Deputy Sumption Director Hess, Director Lichty, Purchasing Manager Mike Legge.

Radio project- Chief Deputy Sumption/Director Hess

The contract has been signed by the county. Once Motorola signs and returns it they will have 6 months to complete the project. Connectivity will be IP based backhaul using existing AT&T microwave at the transmit site. We will have a basic structural analysis done on the exiting tower here at the Sheriff's Office prior to any antenna work. This will come from the OmniComm part of the project.

Text to 911 update- Director Hess

We are scheduled to go live tomorrow with text to 911. If all goes well we should have an announcement to the public by Friday.

ESINET /next gen 911 update- Director Hess

We are waiting on the data provider and the state to finalize our cut date.

Recorder -Director Hess

Our new recorder has been received and we will be scheduling the installation.

Sign Board/ Speed Trailer- Chief Deputy Sumption

Sign board is in and is currently being used to announce COVID-19 measures in place for county tax payments. This trailer will be available for use of other county departments once some additional training has been done.

Blank Slate application- Chief Deputy Sumption

Flash card type application that staff uses to keep up to date on policy and procedures. Works very well and is easy to manage.

Fire ground Communication issues- Chief Deputy Sumption

Discussion held regarding the fact that there are many users of the radio system that are not well trained in how our particular system operates. Another issue addressed is that all of the radios across the system are not programmed the same and that causes some issues as well. A training will be conducted at a later date.

Update Mobile Data Fire/EMS-Director Lichty

Being uses more routinely by career staff. Still have pushback and or some of the volunteer companies that refuse to use MDT's and or CAD.

## Volunteer Budget Request Summary

| <b>Company</b> | <b>Amount</b>      | <b>Request</b>                            |
|----------------|--------------------|---|
| Blue Ridge     | \$39,572.75        | SCBA cylinder replacements                |
| Boyce          | \$25,000.00        | Stipend Increase-part-time employee costs |
|                |                    |   |
|                |                    |   |
|                |                    |   |
|                |                    |   |
|                |                    |   |
|                |                    |   |
|                |                    |   |
|                |                    |   |
|                |                    |   |
|                |                    |   |
| <b>Total-</b>  | <b>\$64,572.75</b> |   |

## MEMORANDUM

TO: Brian Lichty, Director

FROM: Chris Grubb, Assistant Chief

SUBJECT: Fiscal Year 2022 Budget Request

DATE: December 3, 2020

This memorandum is intended as an additional budget request for fiscal year 2022 for the Blue Ridge Volunteer Fire Department.

The reason for this request is to ask for financial assistance in the sum of \$39,572.75. This request is for the replacement of 35 4500psi 45 minute SCBA cylinders priced at 1,130.65 each. Blue Ridge Fire Departments current SCBA cylinders will all be out of date as of October 2021.

Blue Ridge Fire Department was unsuccessful in obtaining a grant for the replacement of SCBA packs and cylinders the last RFG grant cycle. Only through normal county funding and our current fund drive letter is our means for saving on our own for this expenditure and replacement of expired cylinders.

It is our understanding that the Clarke County Fire and Rescue Department will be applying for an SCBA grant this next RFG cycle hence it would be counterproductive for us to also apply for the same grant. The funds that we are asking for are meant as a financial back up if the County is unsuccessful in receiving the grant for the SCBA's in 2021.



**BOYCE VOLUNTEER FIRE COMPANY  
7 S. GREENWAY AVE.  
BOYCE, VA. 22620**

To: Clarke County Fire & EMS Commission  
Clarke County Board of Supervisors

For: Stipend Increase Request

As we are sure you are aware, the Boyce Vol. Fire Co. has employed its own career staff for more than 10 years for the purpose of supplementing the volunteer staffing, especially during the daylight hours when many of the volunteers are at work outside of the company's first due area.

When we initiated the program, we chose to use the stipend that comes to us from Clarke County as the funding source. At the time, that \$50,000.00 stipend was enough to cover nearly all of the cost.

As pay rates in the area have increased, however, we have found it necessary to supplement that funding with money from fundraising. As you can imagine, that has become an ever-increasing load on our fundraising efforts, which as I hope you realize, have been considerable over the years. Since the financial crash of 2008, our revenue from Bingo has declined somewhat and has never fully recovered.

We have devoted well over \$600,000.00 to paying career staffing over the years that could have been used to pay off debt on existing equipment. In spite of that we have still been able, since 2002, to payoff over \$1.2 million in debt and replace several vehicles at a cost of over \$450,000.00.

When the Covid-19 crisis hit, that put us completely out of business for four months. Then once we were able to renew Bingo operations the revenue has remained significantly lower, for obvious reasons.

We had recently increased our pay rates to \$14 per hour for firefighter / BLS EMS provider and \$16 per hour for ALS providers. With the additional costs of having these employees, which include workers compensation insurance, outfitting with gear and equipment, etc., we have far exceeded our current stipend amount of \$65,000.00 per year.

As you know the County has begun to hire more career staff, both full time and part time. The pay rate that the County is currently offering is considerably higher than the rate the BVFC was paying. Since the County is starting their employees at \$18 per hour for BLS and \$19 per hour

for ALS providers, we have been facing the loss of our employees to our own County as well as other jurisdictions.

We have raised our pay rates to \$16 per hour for BLS providers and \$18 per hour for ALS providers. This has put an even greater strain on our finances and we are still not at the rate that the County is paying.

Even with the recent increase in our stipend to \$65,000.00, we are still not covering the total cost of our staffing. With the County forcing us to raise our rates we feel it is reasonable to ask the County to help us cover the cost, realizing that if the County were to assume the cost of these employees it would be even more.

Therefor the Boyce Vol. Fire Company is requesting an increase in our annual stipend to \$90,000.00

## 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         | NOV COV      | DEC         | Qtr Avg   | JAN 19      | FEB         | MAR         | Qtr Avg   | APR         | MAY         |             | JUN |
| <b>ENDERS</b>         | 250.3        | 1631         | 234.5        | 1088         | 271         | 1029        | 252          | 233.5       | 1095        | 709         | 1178         |             |           |             |             |             |           |             |             |             |     |
| <b>BOYCE w/pt</b>     | 143          | 496          | 183.8        | 613.8        | 157         | 512         | 161.3        | 179.3       | 675.5       | 212         | 912.8        |             |           |             |             |             |           |             |             |             |     |
| <b>BLUE RIDGE</b>     | 20.25        | 133          | 77           | 397.5        | 33.3        | 245         | 43.5         | 27.25       | 223         | 28          | 155.3        |             |           |             |             |             |           |             |             |             |     |
| <b>Total All</b>      | <b>413.6</b> | <b>2260</b>  | <b>495.2</b> | <b>2099</b>  | <b>462</b>  | <b>1786</b> | <b>456.8</b> | <b>440</b>  | <b>1994</b> | <b>949</b>  | <b>2246</b>  | <b>0</b>    |           | <b>0</b>    | <b>0</b>    | <b>0</b>    |           | <b>0</b>    | <b>0</b>    | <b>0</b>    |     |
| <b># FTE (208hrs)</b> | <b>1.99</b>  | <b>10.87</b> | <b>2.38</b>  | <b>10.09</b> | <b>2.22</b> | <b>8.58</b> |              | <b>2.12</b> | <b>9.59</b> | <b>4.56</b> | <b>10.80</b> | <b>0.00</b> |           | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> |           | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> |     |

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

|                   | Qrt 1 | Qrt 2 | Qrt 3 | Qrt 4 |
|-------------------|-------|-------|-------|-------|
| <b>ENDERS</b>     | YES   |       |       |       |
| <b>BOYCE</b>      | YES   |       |       |       |
| <b>BLUE RIDGE</b> | 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      | 128           |          |          |          |          |          |          |          | 904.5       |
| Late/Early Calls   | 5.5           | 7.5           | 3.75          | 10         | 3.25          |          |          |          |          |          |          |          | 30          |
| Waiting Relief     | 0.75          | 0             | 0             | 0          | 0             |          |          |          |          |          |          |          | 0.75        |
| Training (precept) | 34.25         | 0             | 1             | 0          | 0             |          |          |          |          |          |          |          | 35.25       |
| Other              | 31.25         | 52.75         | 3.75          | 11.25      | 14            |          |          |          |          |          |          |          | 113         |
| Other-COVID        | 20.5          | 8             | 35            | 18.25      | 41            |          |          |          |          |          |          |          | 122.75      |
| PT Over Hours      | 0             | 28            | 22.75         | 0          | 0             |          |          |          |          |          |          |          | 50.75       |
|                    | <b>332.25</b> | <b>192.25</b> | <b>282.25</b> | <b>264</b> | <b>186.25</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>1257</b> |

|                    | July  | Aug | Sept | Oct    | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Total   |
|--------------------|-------|-----|------|--------|-----|-----|-----|-----|-----|-----|-----|-----|---------|
| Leave Hours(Month) | 431.9 | 405 | 492  | 390.75 | 448 |     |     |     |     |     |     |     | 2167.65 |
| EL Hours(Month)    | 0     | 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  | Vacation days, COVID Leave days, spike in COVID issues   |
| Dec 20  |  |
| Jan 21  |  |
| Feb 21  |  |
| Mar 21  |  |
| Apr 21  |  |
| May 21  |  |



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



**Blue Ridge Staffing COVID Update 12/2/2020**

**Days Staffed to date – Sept. – 3, Oct. – 12, Nov – 11, Dec - 15**

**Applicant Testing (to date)–**

**Number of applicants – 36**

**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 – 14**

**Number of job offers accepted – 14**

**Applicants in final review/background - 2**

**Staffing information**

**Total Calls run – 18 (all months)**

**Days with no calls – 9 (all months)**

**Location of calls by box # month -**

| <b>Company 8</b> |                        | <b>Other Companies</b> |                        |
|------------------|------------------------|------------------------|------------------------|
| <b>Box</b>       | <b>Number of calls</b> | <b>Box</b>             | <b>Number of calls</b> |
| <b>801</b>       | <b>5</b>               | <b>104</b>             | <b>1</b>               |
| <b>802</b>       | <b>4</b>               | <b>110</b>             | <b>2</b>               |
| <b>803</b>       | <b>2</b>               | <b>100</b>             | <b>1</b>               |
| <b>804</b>       | <b>2</b>               | <b>105</b>             | <b>1</b>               |
| <b>805</b>       | <b>0</b>               |                        |                        |



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

**DIRECTORS REPORT**

**Month-December 2020 (updated 12/02/2020)**

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
  -
- 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 – In
  - Hazard Pay – Round 1 complete, Round 2 prepped
  - FIT Test Machine - In
- Weekly Conference calls with State and Federal partners on statuses. Additionally, bi-monthly meetings with our most vulnerable populations. **Update – There are 2 different vaccines that will be reviewed in the coming weeks for emergency use, once/and if they are approved VA will get roughly 70,000 doses. The states priority is 1) Healthcare workers and nursing homes, 2) Essential workers, 3) General public**
- Submitted an AFG-COVID supplemental grant for SCBA adaptors w/filters and infection control kits for all providers – **Update – The rest are in and are being process should have them out soon.**

Office: 540-955-5113

101 Chalmers Ct., Suite B  
Berryville, VA 22611

Fax: 540-955-5180

- 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)

## -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 final books, expected to have them in the next week**
- Grants –
  - Enders –
  - Boyce –
  - Blue Ridge –
  - CCFR –
    - AFG COVID – Awarded (see above)
    - RSAF – Handtevey- Awarded (see above)
    - Rural AED – Pending
    - REC-Recruitment & Retention (advertising) - Pending

## -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 – This was discussed but no decision was made, will be further discussion.**
- Started work on the 2021 – 2026 Strategic Plan – Hope to have draft ready for Commission comment by the end of the year. **Update – about 90% complete-first proof done.**

### 2) Fire and EMS Operations

- Training –
  - We will be forming a training committee starting in January of 2021
  - Working on a ALS and BLS CEU program – **Draft schedule is complete, working on final cost, will be given to Chiefs once complete**

### 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 –under review by the BOS**



#### 4) Resource Management

- Insurance – **Update – this was awarded to VFIS, will be switching things in the next month or two, special thanks to Mr. Chris Shipe for his help with this.**
- As part of the CARES funding we were able to purchase a FIT test machine, this machine is in and training has begun with Frederick County. First testing of this new machine will be on 12/3

#### 5) Health and Safety

- Insurance Claims for the month –
  - Umbrella Liability –
    - None
  - Auto –
    - None
  - Property –
    - None
  - Workers Comp. –
    - None.

#### 6) Employee Development

- Part-time employees hired are at different stages of release, 2 top priorities are ambulance driver release and precepting. **Update – We now have 4 people complete with several just around the corner.**

#### 7) Community Outreach

- Working on advertising for Clarke County Recruitment;
  - Radio ads waiting on grant funding from REC
  - Social Media push – scheduled for End of November
  - Mailings possible
  - Streamed events

Other remarks