



**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.

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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

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Minutes Transcribed by Melanie Radford

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