



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

MINUTES

December 10th, 2020 6:30pm

Clarke County Government Center – Meeting Room AB

Attendees: Diane Harrison, Chairman
Matt Hoff
Randall Loker
Tony Roper
Randy Buckley
David Beatty
Keith Veler
Doug Lawrence-BOS alternate representative

Absent: David Weiss

Staff: Pam Hess
Brian Lichty
Melanie Radford

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

1. Mr. Lawrence 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 November 12th, 2020 minutes. The motion was passed with all in favor.
4. Committee Reports
 - Standards – Mr. Lichty reviewed with the group. It was agreed upon to remove graphs 4, 5, 7 and 8 from future packets. Mr. Lichty noted that the titles of the graphs on pages 20 and 21 were labeled incorrectly and he will adjust those accordingly. No other comments or questions.
 - Technology – Meeting minutes included in packets. Mr. Roper briefly summarized the radio project for the newer members of the Commission. No comments or questions.
 - Budget/Preparation – Company presentations

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.

- Enders – None
- Blue Ridge – Mr. Grubb read his memorandum included in the packet to the Commission and mentioned that Director Lichty is also trying to work with other localities to potentially obtain used cylinders. Mr. Grubb supplied the following quote from Municipal Emergency Services.



Quote

Date 10/26/2020
Quote # QT1414390
Expires 11/25/2020
Sales Rep Cochran, Eric
PO #
Shipping Method FedEx Ground

Bill To
BLUE RIDGE FIRE & RESCUE CO.
P.O. BOX 216
BLUEMONT VA 20135
United States

Ship To
ATT: CHRIS GRUBB
BLUE RIDGE FIRE & RESCUE CO.
82 BANJO LANE
BLUEMONT VA 20135
United States

Item	Alt. Item #	Units	Description	QTY	Unit Sales Pr.	Amount
804722-01			CYL&VLV ASSY,CARB,45MIN,4500	35	1,130.65	39,572.75
Subtotal						39,572.75
Shipping Cost (FedEx Ground)						0.00
Total						\$39,572.75

This Quotation is subject to any applicable sales tax and shipping & handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current local tax information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



- Boyce – Mr. Conrad read the stipend increase request included in the packet to the Commission. Mr. Lawrence inquired if Boyce’s paid staff consists of 1 person on duty for 12 hours, 7 days a week and Mr. Conrad confirmed. Mr. Beatty asked if there was any consideration to ask the County for part time staffing. Mr. Conrad indicated that no they have not; explaining that they have control of their people in their building, they

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can do it cheaper than the County can and have been doing it that way for quite a while. Mr. Conrad mentioned that he could be present at the Finance Committee meeting in February to answer any questions if they were to arise there.

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.
- Blue Ridge Staffing update - Mr. Lichy reviewed with the group and mentioned that the Finance Committee has recommended to the BOS to continue the staffing. Ms. Harrison inquired that if it is not approved by the BOS then it will stop? Mr. Lichy confirmed and remarked that the part time employees hired for the staffing request had all signed letters with knowledge that the positions could cease at any time after December 31, 2020.

6. Report from the Director of Fire and EMS - Mr. Lichy reviewed with the group.
Discussion-No comments or questions.

7. New Business – Mr. Hoff requested an update from Mr. Lichy on Warren County Co 6 if they are relocating; understands there have been some extended call times. Mr. Lichy indicated the response times are heading up and in the wrong direction for Box 402. Warren’s unit continues to be called out to Front Royal making them unavailable for Clarke. There have been adjustments made to dispatching calls to help improve the situation. Many questions are not being answered until the new Chief comes aboard. Mr. Lichy has a meeting with Warren County tomorrow and is hoping to obtain more information then. Mr. Hoff mentioned that Boyce is preparing to re-inherit the 402 box. He also indicated that Boyce voted last night to purchase a used short wheel base pumper with four wheel drive capability. They have the intention of adding it to the fleet in the next month or two.

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 7:31pm.

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

Minutes Transcribed by Melanie Radford

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