



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

MINUTES

January 14th, 2021 6:30pm

Clarke County Government Center – Meeting Room AB

Attendees: Diane Harrison, Chairman
 Matt Hoff
 Randall Loker
 David Weiss
 Randy Buckley
 David Beatty
 Keith Veler
 Tony Roper – arrived at 6:47pm

Absent:

Staff: Chris Boies
 Brian Lichty
 Melanie Radford

Chairman Harrison called the meeting to order at 6:40pm. The agenda was amended moving item #4 to item #2.

1. Mr. Hoff made a motion to approve the agenda as amended. The motion was passed with all in favor.

2. Organizational Meeting Items
 - Set meeting dates and times for 2021 – No comments or changes. Mr. Loker made a motion to approve the dates and times as listed. The motion passed with all in favor.
 - Election of Chair and Vice Chair – Mr. Lichty asked for nominations for Chair. Mr. Hoff nominated Ms. Harrison, no other nominations. Nominations were closed. All voted in favor of reelecting Ms. Harrison as Chair. Mr. Lichty asked for nominations for vice chair. Mr. Buckley nominated Mr. Hoff, no others nominations. Nominations were closed. All voted in favor of reelecting Mr. Hoff as Vice Chair.

3. Public Comment – Mr. Boies stated for the record a big thank you to Boyce for providing their social hall for the first open pod for the Covid vaccines.

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.

4. Mr. Buckley made a motion to approve the December 10th, 2020 minutes. The motion was passed with all in favor.

5. Committee Reports
 - Standards – Mr. Lichty reviewed with the group. Mr. Beatty verified with Mr. Lichty that the first quarter revenue amounts and call volume numbers average about the same as previous years on the Closing Balance Summary report on page 11. Mr. Lichty confirmed that we have seen a reduction due to Covid. He also confirmed that revenue is posted and accounted for during the month that it is received not from the date of service of the transport. No other comments or questions.
 - Technology – Mr. Roper informed the group that no meeting was held.
 - Budget/Recommendation - Vol. Budget Requests
Discussion – Ms. Harrison informed the group of the budget subcommittee’s meeting and their recommendations. Mr. Hoff addressed the group concerning the proposed stipulation being placed on the stipend increase request from Boyce. Stipends have always been given to the individual companies without stipulations. Mr. Hoff, Ms. Harrison, Mr. Loker, Mr. Buckley, Mr. Weiss and Mr. Beatty debated on the use of the funding for payroll purposes only, remaining competitive with the County and other jurisdiction’s pay scales, Boyce maintaining control over their staff, the County’s due diligence to verify the funds are being used appropriately, should the request have been submitted as County staffing assistance instead, clarification on how Boyce’s bingo revenue can only be used for particular items, if the request is a one-time item or not, and how the requested increase still does not cover all of the employee expenses. It was agreed upon that if the additional funding is approved that Boyce will submit a letter of acknowledgement that it will only be used for payroll purposes. Mr. Lichty asked for a recommendation from the Commission to include with the budget submission. Mr. Loker made a motion to accept the recommendation of the budget subcommittee of the \$25,000 stipend increase. Mr. Hoff verified the \$25,000 is going forward with the amended stipulation of how it will be used. Ms. Harrison verified yes, as a one-time request and it could be revisited in the future if needs still arise. The motion passed with all in favor. Mr. Lichty presented the attached memorandum from Blue Ridge.

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MEMORANDUM

TO: Brian Lichty, Director

FROM: Chris Grubb, Assistant Chief

SUBJECT: Fiscal Year 2022 Budget Request Retraction

DATE: January 12, 2021

This memorandum serves as a retraction for the additional budget request for fiscal year 2022 for the Blue Ridge Volunteer Fire Department.

The original request dated December 3, 2020 was for financial assistance in the sum of \$39,572.75. This request was for the replacement of (35) 4500psi 45 minute SCBA cylinders priced at 1,130.65 each.

This retraction for the previously requested funding is contingent upon receiving (35) 4500psi 45 minute SCBA cylinders that are being purchased by Clarke County Fire & Rescue through Warren County Fire & Rescue.

Ms. Harrison stated that the budget subcommittee recommends the request. Mr. Hoff made a motion to approve Blue Ridge's request. Mr. Veler asked when would notice be received if the Grant was approved and how soon after that does equipment ship. Mr. Lichty stated that it depends on Covid and once an award is processed, the equipment usually ships pretty quickly after that. Mr. Veler inquired if there were any kind of contingency plans. Mr. Lichty informed him that he is working with Warren County right now and he would continue to keep looking if that fell through. The motion was passed with all in favor.

- Budget/Preparation – Clarke County Fire - Rescue Mr. Lichty presented and went over his budget proposal. The group conversed and verified information with Mr. Lichty to include the new insurance policies, volunteer recruitment, the Warren County contract for mutual aid and the funding associated with it, the staffing plan for Blue Ridge, the retirement benefits and

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costs, the reduction of funds associated with some of the existing programs and mileage payout to the individual companies from the Fee for Service revenue, and the training program/platforms.

6. Unfinished Business

- Incentive program review - Mr. Lichty reviewed with the group and will be submitting for the quarterly payments. No comments or questions.
- Communications/Succession Document - Final Draft – Postponed until next month.
- OT Report - Mr. Lichty reviewed with the group. Ms. Harrison inquired if it's more feasible to cover this with overtime or part time employees. Mr. Lichty commented that it's always better to utilize with part time staffing however most of these employees have full time jobs that take precedent, they may have hold overs and the full time employer may not allow part time work due to Covid. No comments or questions.
- Blue Ridge Staffing update - Mr. Lichty reviewed with the group. No comments or questions.

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

8. New Business

9. Summary of required action

- Nothing at this time.

10. Mr. Roper made a motion to adjourn. The motion was passed with all in favor at 8:18pm.

All meeting documents will be distributed at meeting. Next meeting is on February 11th, 2021 at 6:30pm in the Clarke County Government Center – Meeting Room AB

Minutes Transcribed by Melanie Radford

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