



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

AGENDA

August 12th, 2021

6:30pm

Clarke County Government Center – Meeting Room AB

1. Approval of Agenda
2. Public Comment
3. Approval of Minutes – May 5th, 2021 ()
4. Committee Reports – Information Only
 - Standards – See Attached report (p.)
 - Technology – (no meeting)
 - Budget/Recommendation– No report
5. Unfinished Business
 - OT Report-Information only ()
 - Blue Ridge Staffing update – Information only (p.)
 - Strategic Plan Update – (p.)
6. Company Updates
 - Boyce
 - Blue Ridge
 - Enders
7. Report from the Director of Fire and EMS – Information Only (p.)
8. New Business

- Meeting schedule/structure

9. Summary Of Required Action

10. Adjourn

All meeting documents will be distributed at meeting. Next meeting is on November 10th, 2021 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

May 13th, 2021 6:30pm

Clarke County Government Center – Meeting Room AB

Attendees: Diane Harrison, Chairman
Matt Hoff
Randy Buckley-arrived at 6:39pm
Keith Veler
Tony Roper
David Beatty
Randall Loker

Absent: David Weiss

Staff: Pam Hess
Brian Lichty
Melanie Radford
Amy Kemp

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

1. Mr. Lichty requested to add a tuition reimbursement request on to the New Business section of the agenda. Mr. Roper made a motion to approve the agenda as amended. The motion was passed with all in favor.
2. Public Comment - None
3. Mr. Hoff made a motion to approve the April 8th, 2021 minutes. The motion was passed with all in favor.
4. Committee Reports - Information Only
 - Standards - Mr. Lichty reviewed with the group. Mr. Veler, Mr. Beatty and Mr. Lichty discussed the expectations of the goals and the differences on page 10. Mr. Lichty mentioned to the group on page 12-Closing Balance Summary report, that additional revenue was collected again during the month of April from older transports that had been sitting stagnant. Ms. Harrison received clarification from Mr. Lichty regarding the Mutual Aid Responses

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.

report on page 13 to better understand the data. Pages 20 and 21 were included for the group to comprehend what standards Mr. Lichty uses to collect data for comparison along with why/what reports are looked at. The subcommittee recommends looking at this data in a quarterly basis instead of month to month. Mr. Lichty explained that one report will not give you all the answers; you have to look at Fire and EMS separately along with the factors or matrix of the calls. No other comments or questions.

- Technology - No meeting was held.
- Budget/Recommendation - Nothing to report.

5. Unfinished Business

- Incentive program review - Mr. Lichty reviewed with the group. No comments or questions.
- OT Report - Mr. Lichty reviewed with the group. No comments or questions.
- Blue Ridge Staffing update - Mr. Lichty reviewed with the group. No comments or questions.
- Strategic Plan Update – Mr. Lichty will be sending out an email to the specific committee members for setting up the first meeting. The committee will go over only areas that need to be reviewed and once completed it will be presented back to the Commission.

6. Report from the Director of Fire and EMS - Mr. Lichty reviewed with the group and updated the numbers listed on page 29, under Employee Development, hiring status-full time ops-47 applications, 14 passed initial screening, 7 scheduled written test, 3 passed, 0 failures.
Discussion – No comments or questions.

7. New Business

- Meeting schedule/structure – Ms. Harrison informed the group that she met with Mr. Boies and Mr. Weiss discussing the Commission, its roles and what could be done differently. It was proposed to change the meetings to once quarterly instead of monthly and offer the individual Companies to have a representative be present and allotted a specific amount of time to report to the Commission directly information they deem “need to know”. After a lengthy discussion between all members of the group, Mr. Roper made a motion to reduce the Fire-EMS Commission meetings to quarterly. The motion passed with all in favor. Mr. Hoff made a motion to set the new date structure being held on the months of February, May, August, and November. The motion passed with all in favor.
- Mr. Lichty presented to the group the following Tuition Reimbursement SOG 100.19; as requested by the BOS to have an established program in place. The group reviewed and made a few recommendations that are noted accordingly:

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.



Clarke County Fire and Rescue

Standard Operating Guideline

John H. Enders VFD, Blue Ridge VFD, Boyce VFD, Clarke County Fire, EMS and Emergency Management

Subject: Tuition Reimbursement	SOG: 100.19	Page 1 of 2
Category: General – Tuition Reimbursement		Sub Category: Tuition
Approved by: Fire and EMS Director, Boyce VFD Chief, Blue Ridge VFD Chief, John H. Enders VFD Chief		Effective Date: TBD

Scope

This guideline applies to all Fire – Rescue Volunteer members for the purpose of assisting volunteer personnel with obtaining certifications to best serve the Clarke County Fire – Rescue System.

Purpose

To provide personal and professional development opportunities for all volunteers of the Clarke County Fire – Rescue system. Reimbursement will be for courses related to a specific job or function.

While tuition reimbursement is not the only training and development resource available to volunteers, it is an essential benefit, providing additional learning opportunities.

General

A. Eligibility

1. Fire and/or Rescue Company volunteer(s) who are in good standing ~~with~~ with their companies and have fulfilled the original probationary requirements for their positions are eligible for tuition reimbursement.
2. If there is no established probationary period by the company, the volunteer must be a member for a minimum of 1 year and obtained minimum certification of Firefighter or EMT.
3. The request cannot be for programs provided within the surrounding jurisdiction for basic certification such as firefighter and Emergency Medical Technician-Basic.
4. Reimbursement for course work at an accredited college or university must have prior approval from the Company Chief.
5. Courses that are eligible for reimbursement include but are not limited to
 - i. Vocational Courses -such as community college courses, trade schools and adult education programs.
 - ii. Special Courses – such as programs focused on technical rescue such as Trench Rescue or Emergency Medical Technician-Paramedic.

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6. The course must be directly related to the volunteer's current position with the Company.
7. The course will assist the Company in meeting the overall mission.

B. Allowable limits

1. The total maximum reimbursable amount will be \$1,000 per volunteer per fiscal year.
2. Travel expenses are non-qualifying expenses.

C. Additional Requirements & Information

1. In addition to the requirements previously described, the following criteria applies to tuition reimbursement:
 - i. Requests will be submitted through Company Chiefs, if approved forward to Director.
 - ii. If volunteer does not receive a final grade of "C" or better, ~~they may be required to return any funding received.~~
 - iii. Volunteer must complete the Tuition Request Form
 - iv. Volunteer(s) shall remain in an active, good standing position with their Company in exchange for tuition reimbursement. Each \$500 shall obligate the volunteer to a minimum of 150 hours of Company participation for 1 year after award. Volunteers separating prior to completing this obligation shall be financially liable for reimbursing the County on a prorated basis.
 - v. ~~The Volunteer Company must match or exceed any funds awarded by the County.~~

Commented [BL1]: Commission recommend change to "will be required"

D. How to Apply For Tuition Reimbursement

1. Complete the Tuition Reimbursement Request Form.
2. Submit this completed form to the Company Fire Chief or their designee for approval.
3. When the Fire Chief returns the approved Tuition Reimbursement Form (or otherwise informs the volunteer of approval) the request will be forwarded to the Director.
4. The request will then be present to the Fire – EMS Commission for approval or denial. The Commission may approve a lesser or greater amount but cannot exceed the 50% of total course cost.
5. The tuition will be released to the volunteer providing funds are available.
- 5.6. In the event of multiple requests, each request will be processed in the order it was received until funding depleted.

Commented [BL2]: Commission-Requested to add a "tie breaker" comment.

SOG Tracking

	Draft	Chiefs Review	Commission Review
Date	1/15/21	4/14/21	
Comments		Minor changes, see adjustments	
Adjustments			
Final Adoption			

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TUITION REQUEST FORM

Name of Volunteer: _____ (print)

Company: _____ Date of Request: _____

Course/Class: _____ Course Dates: _____

As the above named volunteer I hereby request approval for tuition reimbursement upon completion of the course listed above. I understand that in order to obtain reimbursement, this request must be submitted and approved. I further understand that upon receiving proof of a passing grade of "C" or better I will submit to the Department of Fire, EMS and Emergency Management to identify requirements met. The Course/Class is deemed pertinent to my job and my Company. I understand that any separation from my Company or failure to meet participation hours within 1 year of acceptance can result in a forfeiture of any or all funds received.

Commented [BL3]: Commission-Adding text about 1 year

Requested Amount: \$ _____ Course Cost: _____

(Attach proof of course cost)

~~Company contribution: \$ _____ Membership Date: _____~~

~~I, _____ (print) as the Chief Officer of the Company, do hereby approve this request and verify the Company contribution listed above.~~

~~Company Chief Approval: _____ Date: _____~~

Fire – EMS Commission Approval: _____ Date: _____

Amount Approved: \$ _____

Final Course/Class Grade: _____

It was also confirmed the Chiefs were involved and they had no requests for any changes, the funding approved in the budget was for a total \$6,000.00, if the funds are not applied for during the fiscal year, they can be moved to other categories such as training, recruitment, etc. and it was suggested there should be a tie breaker ruling if too many applications are received.

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8. Summary of required action
 - Nothing at this time.

9. Mr. Huff made a motion to adjourn. The motion was passed with all in favor at 8:02pm.

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Minutes Transcribed by Melanie Radford

DRAFT

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STANDARDS SUBCOMMITTEE RESPONSE EVALUATION

Month: June

Total responses in question for month-	30		
11 Minute-No response(True Fail)-	14	Percent of total in question-	46.7%
Delayed Response-	0	Percent of total ALL CALLS-	3.9%
Overburden-	12		
Removed-	4		

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)-	358
Total responses in question for month-	30
Percentage of Responses for Month-	8.4%

Blue Ridge Vol. Rescue	
Total Responses-	36
11 Minute-No Response-	9
Percentage of total responses-	25.0%
Overburden-	3

Blue Ridge Vol. Fire	
Total Responses-	13
11 Minute-No Response-	0
Percentage of total responses-	0.0%
Overburden-	2

Boyce Vol. Rescue	
Total Responses-	65
11 Minute-No Response-	0
Percentage of total responses-	0.0%
Overburden-	3

Boyce Vol. Fire	
Total Responses-	31
11 Minute-No Response-	0
Percentage of total responses-	0.0%
Overburden-	2

Enders Vol. Rescue	
Total Responses-	152
11 Minute-No Response-	0
Percentage of total responses-	0.0%
Overburden-	0

Enders Vol. Fire	
Total Responses-	61
11 Minute-No Response-	5
Percentage of total responses-	8.2%
Overburden-	2

OB	Overburdened	12
TU	True Failure	14
DR	Delayed Resp.	0
RE	Removed	4
TOTAL		30

*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.

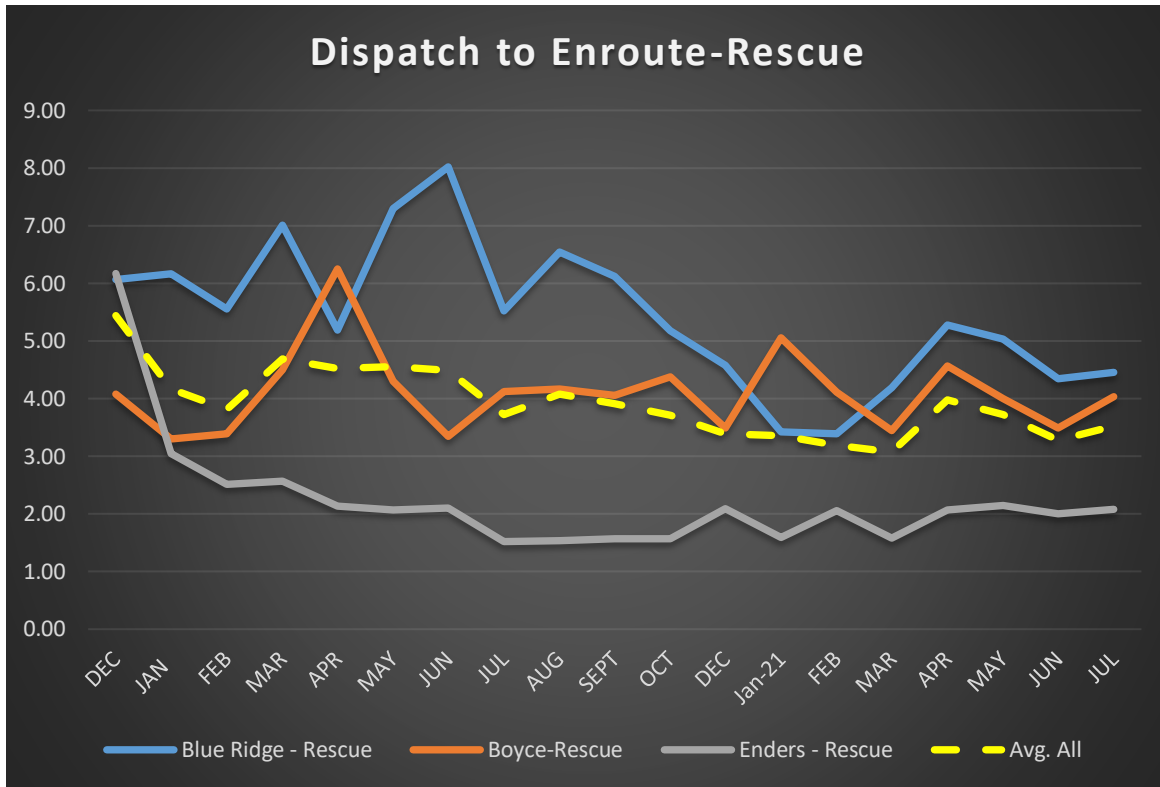
Overburdens (OB)– When a company was tasked to respond with multiple units from a single company, but was unable respond with all requested units prior to the 11-min failure mark.

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

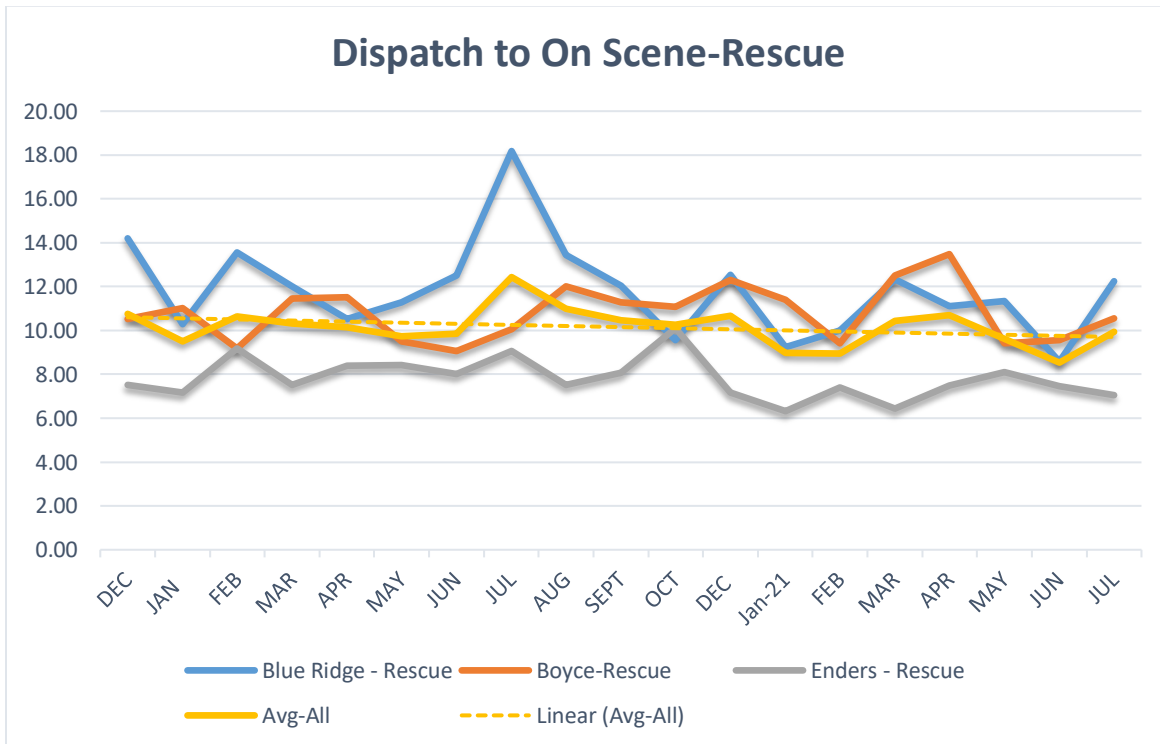
Removed (RE) – The information provided did not any of the above criteria and the sub-committee removed the incident from the failure list.

MUTUAL AID RESPONSES

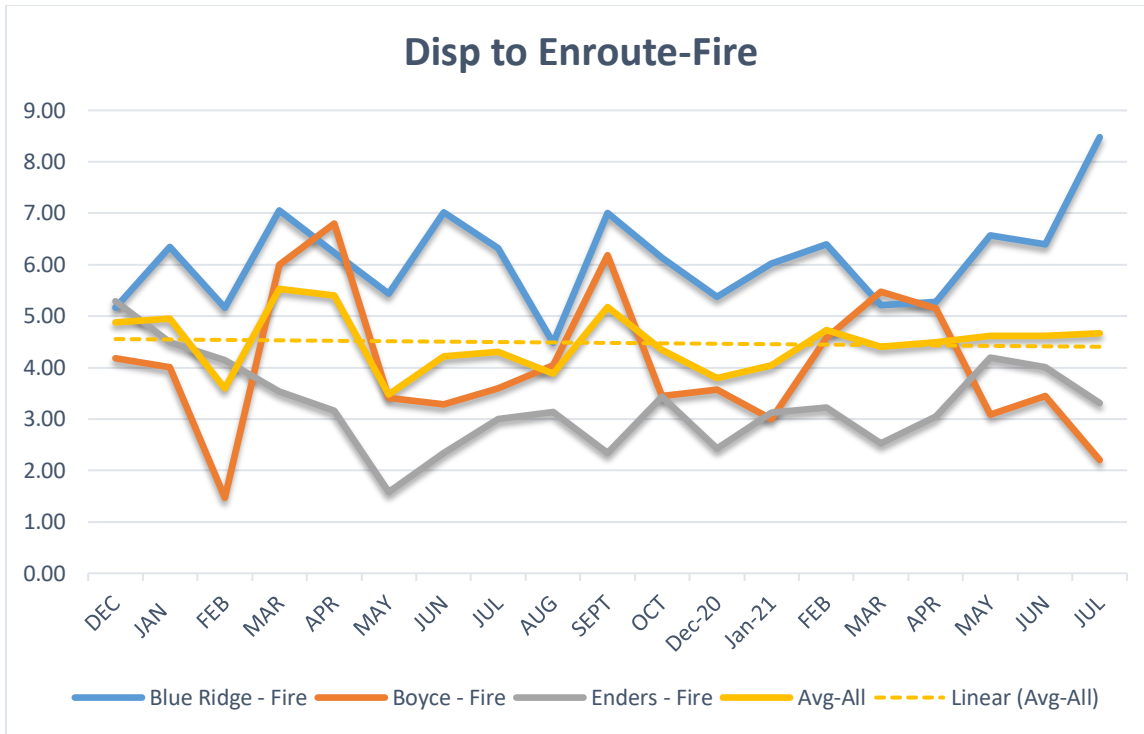
	JAN 21	FEB 21	MAR 21	APR 21	MAY 21	JUN 21	JUL 21	AUG 21	SEPT 21	OCT 21	NOV 21	DEC 21	TOTAL
Mt. Weather-EMS	0	0	9	18	13	20	25						85
FIRE	0	0	6	9	3	14	7						39
MA-Given/Request	0	0	1	0	0	0	0						1
Warren Co.-EMS	5	8	4	3	12	14	19						65
FIRE	2	6	10	5	4	9	5						41
MA-Given/Request	0	1	1	1	0	0	0						3
Frederick Co.-EMS	7	6	9	5	7	11	11						56
FIRE	4	4	7	3	2	4	2						26
MA-Given/Request	4	4	7	3	4	3	4						29
Fauquier Co.-EMS	2	4	3	3	4	2	3						21
FIRE	0	1	4	2	1	2	7						17
MA-Given/Request	0	0	0	0	0	0	0						0
Loudoun Co.-EMS	4	3	5	2	0	2	1						17
FIRE	1	2	5	4	0	3	2						17
MA-Given/Request	0	0	1	3	3	1	7						15
TOTAL(MA REC)-	25	34	62	54	46	81	82	0	0	0	0	0	384
TOTAL CALLS MO.-	273	291	300	277	296	358							1795
% OF TOTAL CALLS-	9.2%	11.7%	20.7%	19.5%	15.5%	22.6%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	21.4%
Without Auto-Aid	24	28	42	29	28	36	41						
TOTAL CALLS MO.-	273	291	300	277	296	358							
% OF TOTAL CALLS-	8.79%	9.62%	14.00%	10.47%	9.46%	10.06%	#DIV/0!						



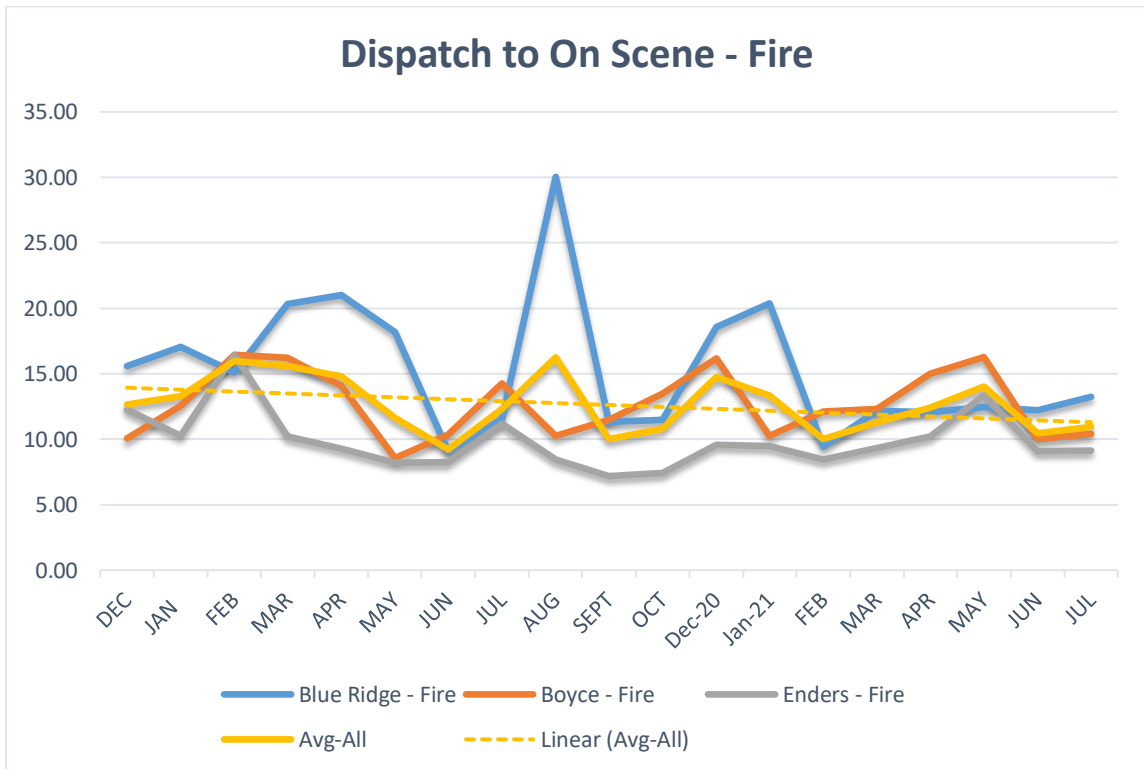
Graph 1.1



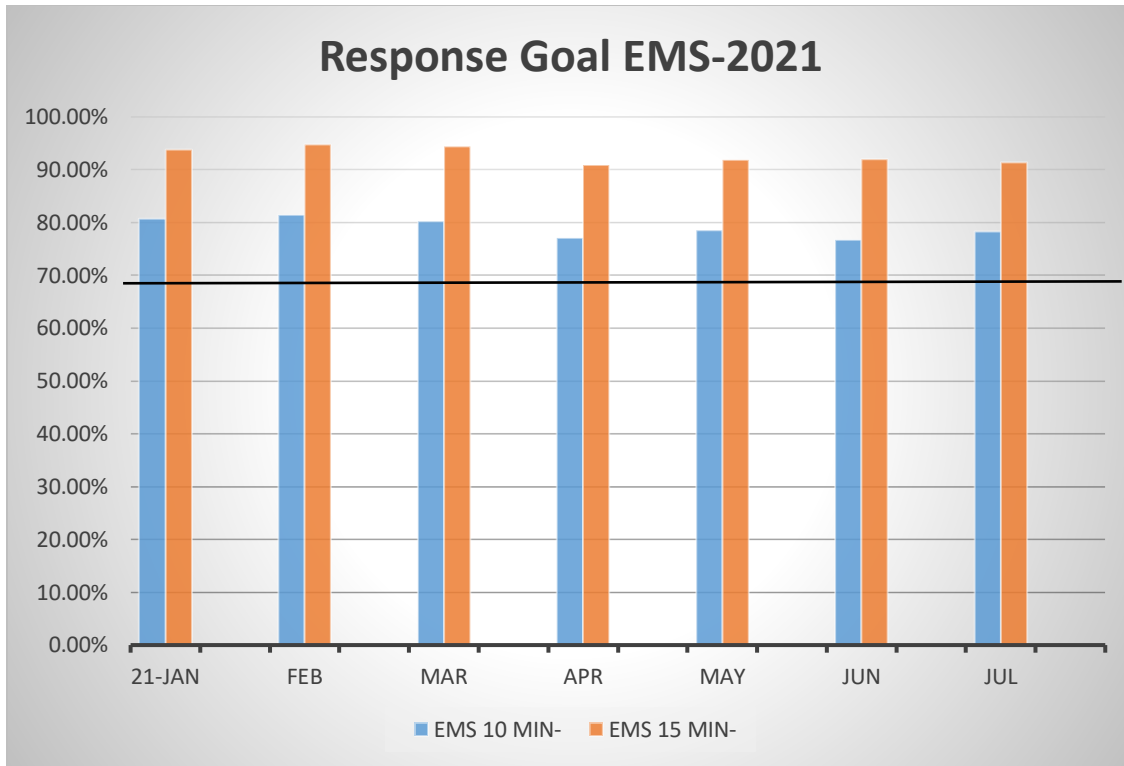
Graph 1.2



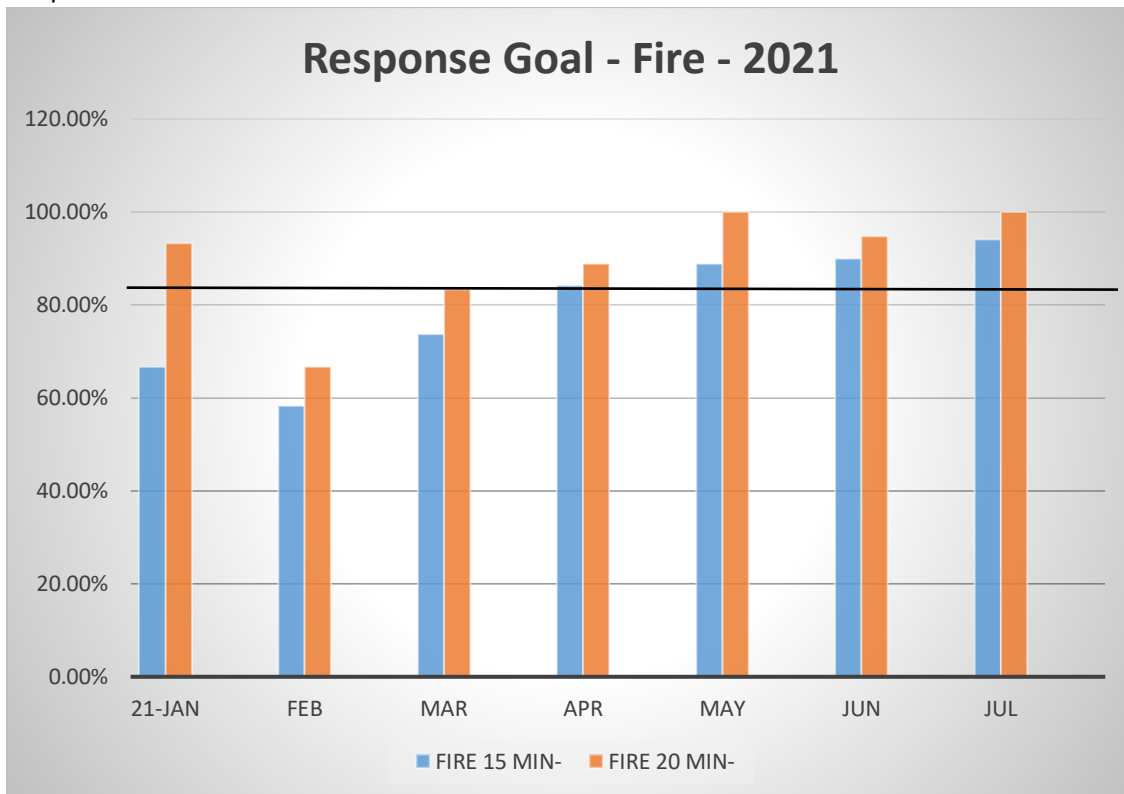
Graph 1.3



Graph 1.4



Graph 1.5



Graph 1.6

**Clarke County Fire & EMS
FY 21-22 Closing Balance Summary**

Description	Jul-21	Aug-21	Sep-21	Oct-21	YTD Totals
Billable Calls					
Enders (Co 1)	75				75
Boyce (Co 4)	16				16
Blue Ridge (Co 8)	3				3
Total # of Billable Calls	94				94
ALS Trips Billed	42				42
BLS Trips Billed	49				49
TNT Trips Billed	3				3
Total	94				94
Net Mileage Reimbursement					
Enders (Co 1)	\$1,099.38				\$1,099.38
Boyce (Co 4)	\$90.86				\$90.86
Blue Ridge (Co 8)	\$24.96				\$24.96
Total	\$1,215.20				\$1,215.20
Calls Dispatched					
Co 1 Career	83				83
Co 1 Volunteer	5				5
Co 1 Split	16				16
Co 4 Career	4				4
Co 4 Volunteer	11				11
Co 4 Split	14				14
Co 8 Career	3				3
Co 8 Volunteer	4				4
Co 8 Split	0				0
Unknown	27				27
Total # of Calls Dispatched	167				167
Patient Payments	\$3,408.75				\$3,408.75
TNT Payments	\$50.00				\$50.00
Total Payments	\$40,485.35				\$40,485.35

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

Description	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	YTD Totals
Billable Calls													
Enders (Co 1)	69	78	83	75	74	69	79	76	89	72	70	79	913
Boyce (Co 4)	10	16	8	10	11	5	18	10	6	9	16	21	140
Blue Ridge (Co 8)	4	6	4	5	7	6	8	4	3	1	1	2	51
Total # of Billable Calls	83	100	95	90	92	80	105	90	98	82	87	102	1,104
ALS Trips Billed	43	48	48	43	48	44	44	51	42	40	31	45	527
BLS Trips Billed	37	47	41	41	44	33	58	37	53	41	51	55	538
TNT Trips Billed	3	5	6	6	0	3	3	2	3	1	5	2	39
Total	83	100	95	90	92	80	105	90	98	82	87	102	1,104
Calls Dispatched													
Co 1 Career	44	55	64	37	53	52	62	75	61	73	81	69	726
Co 1 Volunteer	7	8	1	4	8	7	3	2	7	4	2	6	59
Co 1 Split	48	52	40	66	41	37	39	43	56	31	27	28	508
Co 4 Career	8	2	1	1	0	1	3	2	1	2	8	1	30
Co 4 Volunteer	9	8	11	8	8	9	13	15	11	4	16	20	132
Co 4 Split	6	10	14	13	8	7	16	10	7	11	15	19	136
Co 8 Career	0	0	2	4	5	7	7	4	6	6	1	3	45
Co 8 Volunteer	9	9	7	3	1	0	1	2	1	1	1	4	39
Co 8 Split	1	2	0	0	3	1	1	3	2	1	0	0	14
Unknown	21	15	14	18	17	15	14	10	20	16	27	29	216
Total # of Calls Dispatched	153	161	154	154	144	136	159	166	172	149	178	179	1905
Patient Payments	\$2,819.77	\$3,861.55	\$3,861.54	\$5,189.46	\$1,520.28	\$2,780.17	\$3,484.25	\$4,433.49	\$4,264.79	\$5,302.14	\$1,944.81	\$3,800.73	\$43,262.98
TNT Payments	\$50.00	\$150.00	\$450.00	\$500.00	\$350.00	\$0.00	\$185.00	\$0.00	\$435.00	\$714.51	\$150.00	\$0.00	\$2,984.51
Total Payments	\$40,489.83	\$30,259.54	\$34,232.57	\$31,659.62	\$39,302.66	\$42,991.06	\$28,526.27	\$34,987.32	\$53,368.15	\$52,232.00	\$33,854.20	\$20,339.91	\$442,243.13



Division of Fire and Rescue Services

Yearly Response Report

January 1st 2021 – December 31st 2021

<i>Station</i>	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Total</i>
Enders-Fire	28	70	42	32	40	61	59						
Enders-EMS	147	123	157	139	157	152	146						
Boyce-Fire	20	15	22	21	10	31	22						
Boyce-EMS	44	40	35	35	36	65	57						
Blue Ridge-Fire	9	13	17	20	17	13	13						
Blue Ridge-EMS	25	30	27	30	16	36	35						

<i>Calls Inside Berryville</i>	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Total</i>
Enders	69	77	81	74	70	61	65						
Boyce	4	1	2	6	2	7	4						
Blue Ridge	0	0	0	2	1	2	1						

FY 2022 OVERTIME REPORT

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Extra Shift-Leave	269												269
Late/Early Calls	3												3
Waiting Relief	1.5												1.5
Training	93.25												93.25
Other	1												1
Other-COVID	0												0
PT Over Hours	0												0
	367.75	0	0	0	0	0	0	0	0	0	0	0	367.75

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Leave Hours(Month)	252												252
EL Hours(Month)	65												65

 -Annual CEU training

Other

- Staff Meetings
- Meetings
- Grant Work
- Pub Ed events

Notes

Jul	One in Paramedic Class, Leave, Open positions
Aug	
Sept	
Oct	
Nov	
Dec	
Jan	
Feb	
Mar	
Apr	
May	
Jun	



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

DIRECTORS REPORT

Month-August 2021 (updated 8/7/2021)

Updates-

- Top 3 categories for Errors – Continue to follow trend of the following 3 errors
 - Procedures
 - Other (incomplete/missing reports)
 - Narrative
- Recent SOGs adopted:
 - None
- Upcoming SOGs
 - Tuition Reimbursement

-Emergency Management –

- Vaccines –
 - Commonwealth % as of date of update is 61% with at least 1 dose
 - Clarke County % as of date of update is 56.3% with at least 1 dose
 - It is estimated that 84% of first responders are vaccinated
- Grants – LEMPG for 2021 is closed out, FY 2022 should be coming out soon. The AFG-COVID is closed out.
- Monitoring changes as they come out on mask mandates & recommendations.

-Budget

- Grants –
 - Enders – RSAF denied
 - Boyce – None
 - Blue Ridge – AFG (Brush Truck) - Pending
 - CCFR –
 - AFG - Radios/SCBAs - Pending
 - RSAF-Lifepack 15 cloud integration-Denied
- Training and Recruitment budgets categories have been established

-Strategic Goals

1) Strategic Vision and Effective Leadership

- Training Committee (held 4th Tuesday each month at Blue Ridge)– Several different projects to include;
 - Finalizing Rural Water class for fall of 2021
 - Fire Academy (includes FF I, II, HMO, Mayday, Vech. Ext.) started in July 2021
 - DPO is complete to include retests (scores on retests are not back)
 - Two sessions of the Art of Reading Smoke class have been scheduled for September 2021
 - PICO class is scheduled for November 2021 (awarded as part of IAFC grant)
 - Strategies and Tactics class (awarded as part of IAFC grant) is anticipated for 1st part of 2022.
 - VDFP funded class submissions are complete included Aerial Operator, EVOC, Instructor I, Officer I
- Recruitment Committee (held 3rd Wednesday each month at Boyce) – Several projects being worked on to include;
 - Farmers market booth
 - County Fair booth
 - New Company recruitment brochures
 - New member database

2) Fire and EMS Operations

- Mt. Weather is now responding to calls, Chiefs Group working on putting them back in the response plans. Additionally they are helping with HMO class and the Fire Academy. Attending regular meetings of the Chiefs Group and plan to send someone to the Training Committee meetings as well.
- Warren Co. 6 – Have not seen much improvement on the response times, working on sending a letter to Warren County Chief. This has also caused the Chiefs Group to change the order of them on some of the response plans.

3) Recruitment and Retention

- Committee information – see above

4) Resource Management

- Insurance – VFIS risk assessment meeting, coming soon is recommendations they have on several different areas to include but not limited to;
 - Establishing an accident review committee
 - Establishing policies on Junior program

- Addition of new items to driving policy to include drug tests and quarterly DMV checks

5) Health and Safety

- Insurance Claims for the month –
 - Umbrella Liability –
 - None
 - Auto –
 - ALS 8 damage from hitting object
 - Property –
 - None
 - Workers Comp. –
 - None

6) Employee Development

- Part-time employees – have hired 2 new PT employees and they are precepting, 1-more awaiting acceptance
- Full time employees – have hired 1 new FT employee started July 1st, other extended offer awaiting acceptance. It is anticipated we will have a list of applicants awaiting FT openings in the near future.
- We have one FT employee that has started a EMT-B to Paramedic upgrade class
- Began the transition to the new Technician classifications

7) Community Outreach

- We are looking at some methods to help with our frequent falling victims to purchase different lifting devices that might work for them.

Other remarks

–