



# Clarke County Fire & EMS Commission

Berryville-Clarke County Government Center, 2nd Floor  
101 Chalmers Court, Berryville, Virginia 22611  
Main Meeting Room

**Thursday, December 9, 2021 6:30 pm**

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1.	Call to Order	
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4.	Approval of Minutes – November 10, 2021	2
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6.	Emergency Operations Plan Update	
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**Clarke County Fire & EMS Commission**  
**101 Chalmers Court, Suite B**  
**Berryville, Virginia 22611**  
**(540) 955-5113**

MINUTES

November 10<sup>th</sup>, 2021 6:30pm

Clarke County Government Center – Meeting Room AB

Attendees: Diane Harrison, Chairman  
Van Armacost  
David Weiss  
Bryan Conrad  
Randy Buckley  
Randall Loker

Absent: Tony Roper

Staff: Chris Boies  
Pam Hess  
Don Jackson  
Melanie Radford  
Julia Merriner

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

1. Mr. Buckley made a motion to approve the agenda. The motion was passed with all in favor.
2. Public Comment - Mr. Matt Hoff, thanked the Commission for allowing him to speak this evening and indicated that he is speaking as a private citizen tonight and not in any capacity as the President of the Boyce Fire Company. He sees in the next couple of months this Commission facing two important issues; one is a known important issue and that is the budget. The second one and perhaps it's not a known issue yet, but in the coming months you will probably be asked to select another Director. He stated he will discuss the budget first. He urges you to refocus on why this Commission was established, the tasks that were set before it when it began, and urges you to use the authority that you were given to work through the budget process and get the best budget that can be determined. He also strongly encouraged, when looking for a new Director to become involved sooner rather than later and to do your due diligence. He thanked the Commission for their time.
3. Mr. Buckley made a motion to approve the August 12<sup>th</sup>, 2021 minutes. The motion was passed with all in favor.

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. Committee Reports - Information Only

- Standards - Mr. Boies informed the group that the committee did not meet. Ms. Hess provided the reports in the packet and were left in raw format. The group can discuss further what kind of information they would like to see in the future. Mr. Conrad will take over for Mr. Hoff on the committee joining Ms. Harrison and Mr. Buckley. Mr. Boies will schedule a meeting with Mr. Jackson and the committee to go over more formally the reports and the details within those reports. Mr. Armacost inquired why the number in the mileage reimbursement column listed for Enders July 2021 is much lower than the other months. (Closing Balance Summary report page 12 of the packet) Ms. Radford explained that July was the first month the program had started and educated the group further on the billing process and revenue collections. No other comments or questions.
- Technology - Mr. Sumption updated the group with some of the issues that have arose; needing to reprogram, moving the equipment around, interference at the Sheriff's office with transmission and broadband, studying a potential new site location on Westwood Road, moving budget around from capital to cover the cost; the additional height would definitely be beneficial, the chiefs have been informed, and they are hoping to be completed in December but there is still a lot to go. Mr. Boies commented that once the Westwood Road site has been tested, they can then address or look at where areas would have had a decrease in coverage, some in populated areas and potentially not having fire-rescue radio communication. The group discussed further if the ECC would have to move-would not happen, wearing of the radios on different areas of bodies, portables, fire-rescue not having repeaters but the Sheriff's personnel does, and the possibility that a universal fiber could help with a resolution.
- Budget/Recommendation - Mr. Boies reviewed the approved budget calendar that was included in the packet. He reminded the group that per the agreement with the individual companies, the Commission only reviews special requests while everything else goes straight through to the Finance Committee. Ms. Harrison mentioned that the budget subcommittee looks everything over prior to recommending to the Commission. Mr. Conrad stated that the process is already behind on schedule and made a motion to resume monthly Commission meetings at least until the budget process is completed. After further discussion, Mr. Conrad withdrew his motion and the group decided on the following schedule; The budget subcommittee will meet on 12/6/21 at 1:00pm and 12/17/21 at 9:00am; the Commission will meet on 12/9/21 at 6:30pm, 1/6/22 at 6:30pm and reserve the date of 1/13/22 at 6:30pm if still needed to finalize the budget recommendations. Mr. Boies informed the group that the AFG grant was not awarded and the County is looking into resubmission.

#### 5. Unfinished Business

- OT Report - No report at this time.
- Strategic Plan Update - On hold while Director Lichty is on leave.
- Follow-up discussion Virginia Fire Service Board - complete a Fire & EMS study - A brief discussion revealed the study was not what the County anticipated it would be, therefore they have decided that efforts would be spent better elsewhere. Ms. Harrison tabled the topic.

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## 6. Company Updates

- Enders - Mr. Armacost read the following updated information from Enders Company.



JOHN H. ENDERS VOLUNTEER FIRE COMPANY, INC.  
& RESCUE SQUAD  
9 SOUTH BUCKMARSH STREET  
BERRYVILLE, VIRGINIA 22611



### Enders' Company Update for Fire-EMS Commission

November 10, 2021

#### Fundraisers

1. Partnered with Company 8 and Bear Chase Brewing Company to hold Firefighter Appreciation Day.
2. October Cash Party was sold out.
3. Assisted with the Ruritan Horse Show event with setup and ambulance stand by.
4. Attended the Berryville Yard Sales and sold funnel cakes and merchandise at our booth.
5. Annual appeal letter was mailed and results have shown the generosity of our community.
6. Received several donations from local businesses to sponsor our events and help offset our costs.
7. Pancake Day Scheduled for Nov. 21, 2021.
8. New Year's Eve Dance with Live entertainment scheduled for Dec. 31, 2021.

#### Grants

1. Applied for an OEMS grant for a new ambulance in Sept., notification is pending for Jan. 2022.
2. Discussed possibly applying for a FEMA grant to replace Wagon 1, which is over 30 years old with increasing repair costs and out of service time. We spoke with two grant consulting firms and the consensus is that Enders would not be a viable candidate for a FEMA grant because we have other apparatus with pumping capability less than 25 years old. We are evaluating other options to replace the Wagon including the possibility of financing. We have received 4 quotes on replacement options.
3. Evaluating possible grant opportunities to replace outdated PPE on Boat 1.

#### Building Maintenance

1. Repaved the front apron in front of rescue bays.
2. We had a painting/concrete company sand and refinish our bay floor on the rescue side.
3. Remodeled our day room kitchen major donations from Berryville Cabinet & Appliance Center, Braithwaite General Contracting, and a generous contribution from the County.

#### Training

1. MacKenzie (Hardesty) Pope recently finished the Paramedics class and passed her National Registry exam. The tuition runs about \$10,000. For both MacKenzie and Megan Glidden, Enders awarded each a \$4,000 scholarship and the County provided \$2,000 to offset these volunteers' out of pocket costs.
2. 3 members completed the Driver/Pump Operator class.
3. 5 members currently in FF1 class with the County.
4. 1 member just passed Instructor 1
5. 1 member currently in EMT-B class.
6. We had several members attend Public Ed event in Boyce.
7. Many members participated in County-sponsored training classes for MAI/Cric, ITLS, and Social Services.


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#### **Volunteer Recruitment**

1. Participated in several Berryville Farm Markets which was a great opportunity for public relations and to create awareness of the volunteer fire and rescue system in Clarke County.
2. Worked with the Volunteer Firefighters Alliance to produce a volunteer recruitment radio ad at no cost to the Company. This ad was played on several local stations in October with the fees waived.
3. Produced a short recruitment video and placed ads on Facebook and YouTube.
4. To date for 2021 we have taken in 20 new membership applications.
5. In the process of developing a large and active New Member Committee due to the large volume of new membership applications coming in.

#### **Other Points of Interest**

1. Had a professional grade canopy tent donated with Enders' logo on it to use at Farmers Market and public events to create awareness of the fire Company and volunteer service.
2. Paid off our Ladder Truck loan several years early.
3. Reinstated our Bylaws Committee to revise and update our bylaws.
4. We are establishing a long-term endowment investment fund from the proceeds of real estate that was donated by deceased life member John Nelson Carr.
5. We held a company picnic with dinner and refreshments for our membership and presented our annual awards for top volunteer call runners, EMT of the year, Firefighter of the year, etc.

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- Boyce - Mr. Conrad mentioned that their fundraising has been going smoothly, Bingo has been fairly profitable, and they held their annual gun bash in October which is always a success. The Company continues to struggle with operational members so they are working on different ideas with recruitment and retention strategies with the potential to include an investment process. They have been lucky enough to be the recipients of some sizable donations from wills, and are looking into a grant for power cots and loading systems.
  - Blue Ridge - Chief Jason Burns stated that everything is going well and they have signed the papers for a new brush truck.

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7. Report from the Director of Fire and EMS - Mr. Boies commented that Mr. Jackson is filling in as the Interim Director, part time, to help keep operations going while Director Lichty is out on leave. Mr. Boies mentioned that they are working with Chief Burns for the staffing at Blue Ridge, they have changed the coverage to try to have one person up there at a time, have put some safety protocols in place and thinks this will help with the coverage during the day. They are hopeful this will help with the pool of part time staff getting some consistent hours. Chief Burns is doing his best to make sure volunteers are around at the same time. Mr. Jackson mentioned that a few things have been changed around for the volunteers; budgeted items-should have been disbursed and automatic, this was taken care of last week. He is also looking at a few little things to improve. Mr. Boies remarked that we are fully staffed but there are a few employees still in the probationary period and that Mr. Jackson has brought back some previous part time staff that have signed up for shifts more recently. Mr. Weiss commented that the members of the BOS are appreciative for Mr. Jackson stepping in to help out.
8. New Business - Nothing at this time.
9. Summary of required action
  - Nothing at this time.
10. Mr. Armacost made a motion to adjourn. The motion was passed with all in favor at 7:34pm.

All meeting documents will be distributed at meeting. Next meeting is on December 9<sup>th</sup>, 2021 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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# 12-6-21 Budget Overview

Budget Committee of the  
Fire & EMS Commission

# Revenue

<u>REVENUE</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>
Fee for Service	403,976	504,269	417,171	442,125		
Fire Programs	30,957	32,052	33,726	35,290		
Four for Life	17,146	18,438	18,563	18,231		
SAFER grant	-	-	107,329	234,247	184,962	58,852
REVENUE TOTALS	452,080	554,759	576,790	729,892		

There are four general sources of revenue outside of taxpayer dollars:

\*Fee for Service is the insurance reimbursement for transport.

\*Fire Programs and Four for Life flow through the County but are spent by the Companies.

\*The SAFER grant covers employee salaries but eventually declines to \$0 in FY 24. As part of the grant, the County is required to keep these positions funded beyond the grant term. The FY 20 and 21 numbers are actuals, FY 22 and 23 are projections.



# Expenses

	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
Enders	77,747	92,800	92,498	93,890
Boyce	51,570	66,600	67,035	66,795
Blue Ridge	51,177	66,200	66,758	66,596
Volunteer Companies	155,778	165,932	173,180	196,883
County Department	850,075	1,017,684	1,167,969	1,646,290
EXPENDITURE TOTALS	1,186,347	1,409,216	1,567,440	2,070,454

There are five general department line items for Fire-Rescue in the County budget.

\*The Enders, Boyce, and Blue Ridge line items include their annual stipend and Line of Duty Act contributions for their eligible volunteers (it is a per volunteer number so the cost varies between companies).

\*The Volunteer Companies and County Department expenditures for FY 21 are broken down in more detail on the following slides.

# Volunteer Companies (expenditure breakdown for FY 21)

FY2021 Expenditure Detail			
Incentive program	5,000		
Four for Life Funds	18,562		
Fire Program Funds	33,726		
Warren County Payment	25,000		
Volunteer Tuition Program	1,000		
Accident/Sick Insurance Vol	10,226		
Volunteer Works Comp	29,909	two years worth of coverage	
Company vehicle insurance	49,075	more than 12 months coverage	
Insurance Claim	7,193		
Physicals, EMS Council, etc.	17,192		
<b>Total</b>	<b>196,883</b>		

# County Department (expenditure breakdown for FY 21)

FY2021 Expenditure Detail		
Full-time Salaries	816,230	Includes 1 director, 1 billing coordinator, 3 lieutenants, 9 FF/EMT's
Overtime	119,823	Covers shift gaps created by vacations, sick days, training, etc.
Part-time	114,590	Used to cover shift gaps and includes some Blue Ridge staffing
Bonuses	21,597	County did bonus instead of raise in FY21
Health Insurance	123,129	Standard health insurance per county program
Other Employee Benefits	217,289	Retirement contribution, employer taxes, etc.
Annual Leave Payouts	70,558	Payment to employees leaving for their accumulated leave
Purchased Services	47,468	\$26k EMS billing service, \$10k training, Annual dues \$5k
Postal	81	General postage
Telephone	7,075	Primarily data plans for the laptops used by employees on calls
Travel/Registration	2,559	Training programs and some travel
Miscellaneous	3,295	ID badges, food for trainings, other miscellaneous items
Materials & Supplies	52,796	Office supplies, SCBA cylinders, EMS supply program
Vehicle Fuel	19,232	Around \$1,300 for Director vehicle, remainder for companies
Uniform & Wearing Apparel	10,355	Employee uniforms
Non-capital Office Equipment	2,000	Kitchen appliances at Enders
Technology-Software/Online	12,852	EPRO-\$187/month, Image Trend \$8,441, Hand Tevy
Capital Outlay	5,362	Shields and bunker gear
<b>Total FY21 Expenses</b>	<b>1,646,290</b>	

# Net Impact (cost to taxpayers)

<u>REVENUE</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
Fee for Service	403,976	504,269	417,171	442,125
Fire Programs	30,957	32,052	33,726	35,290
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REVENUE TOTALS	452,080	554,759	576,790	729,892
	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
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Volunteer Companies	155,778	165,932	173,180	196,883
County Department	<u>850,075</u>	<u>1,017,684</u>	<u>1,167,969</u>	<u>1,646,290</u>
EXPENDITURE TOTALS	1,186,347	1,409,216	1,567,440	2,070,454
Difference (Local Funds)	(734,267)	(854,457)	(990,650)	(1,340,562)

# FY 22 Approved Budget

- ▶ Numbers on previous slides (except the SAFER projections) were based on actual revenues and expenses recorded. The FY 22 budgeted numbers are shown below:

	<u>FY 22</u>
Enders	165,800
Boyce	120,550
Blue Ridge	80,450
Volunteer Companies	191,500
County Department	1,658,265
EXPENDITURE TOTALS	2,216,565

# FY 22 Budget Covers

- ▶ Full-time staffing of 4 employees, 24 hours a day, 5 days a week at Enders and staffing of 2 employees, 24 hours a day, 2 days a week. There is currently an alternate schedule being considered which would provide 4 employees, 24 hours a day, 3 days a week, and 3 employees, 24 hours a day, 4 days a week (this proposal has no budget impact but just mentioning it because it may go into effect in 2022).
- ▶ Budget also provides part-time coverage at Blue Ridge, two employees, 12 hours a day, five days a week (this has not been accomplished because of staffing issues but the funds are there to do so).
- ▶ The approved budget also included an increased stipend to Boyce and mileage from fee for service being provided to the companies

# FY 23 Budget Considerations

- ▶ Company requests will be presented to Commission at December 9<sup>th</sup> meeting.
- ▶ SAFER grant, we have to pick up another \$126k in local funding in FY 23.
- ▶ Interim Director still developing his proposed FY 23 budget.
- ▶ Don't expect any major revenue increases to funding specific to Fire-Rescue, other than maybe some grant funding for capital expenses which wouldn't impact operational budget. In other words, any operational funding increases will likely need to come from the county general fund (taxpayer dollars).

**Clarke County Fire-Rescue  
FY 21-22 Closing Balance Summary**

Description	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	YTD Totals
<b>Billable Calls</b>							
Enders (Co 1)	75	102	87	88	72		424
Boyce (Co 4)	16	16	15	11	7		65
Blue Ridge (Co 8)	3	0	9	3	5		20
<b>Total # of Billable Calls</b>	<b>94</b>	<b>118</b>	<b>111</b>	<b>102</b>	<b>84</b>		<b>509</b>
ALS Trips Billed	42	61	50	53	32		238
BLS Trips Billed	49	56	57	46	48		256
TNT Trips Billed	3	1	4	3	4		15
<b>Total</b>	<b>94</b>	<b>118</b>	<b>111</b>	<b>102</b>	<b>84</b>		<b>509</b>
<b>Net Mileage Reimbursement</b>							
Enders (Co 1)	\$1,099.38	\$6,298.17	\$6,483.44	\$9,038.81	\$7,974.18		\$30,893.98
Boyce (Co 4)	\$90.86	\$1,086.71	\$995.74	\$985.32	\$1,099.69		\$4,258.32
Blue Ridge (Co 8)	\$24.96	\$0.00	\$349.04	\$471.75	\$385.62		\$1,231.37
<b>Total</b>	<b>\$1,215.20</b>	<b>\$7,384.88</b>	<b>\$7,828.22</b>	<b>\$10,495.88</b>	<b>\$9,459.49</b>		<b>\$36,383.67</b>
<b>Calls Dispatched</b>							
Co 1 Career	83	87	89	88	89		436
Co 1 Volunteer	5	6	4	5	2		22
Co 1 Split	16	38	28	34	20		136
Co 4 Career	4	3	2	5	0		14
Co 4 Volunteer	11	14	13	12	12		62
Co 4 Split	14	14	10	10	9		57
Co 8 Career	3	0	6	6	4		19
Co 8 Volunteer	4	3	4	2	1		14
Co 8 Split	0	0	3	0	3		6
Unknown	27	19	33	29	22		130
<b>Total # of Calls Dispatched</b>	<b>167</b>	<b>184</b>	<b>192</b>	<b>191</b>	<b>162</b>		<b>896</b>
Patient Payments	\$3,408.75	\$4,325.69	\$4,203.07	\$6,576.76	\$3,238.42		\$21,752.69
TNT Payments	\$50.00	\$300.00	\$300.00	\$300.00	\$450.00		\$1,400.00
<b>Total Payments</b>	<b>\$40,485.35</b>	<b>\$43,814.95</b>	<b>\$35,609.65</b>	<b>\$54,881.90</b>	<b>\$53,799.88</b>		<b>\$228,591.73</b>