



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

MINUTES

August 12th, 2021 6:30pm

Clarke County Government Center – Meeting Room AB

Attendees: Diane Harrison, Chairman
 David Weiss
 Matt Hoff
 Randy Buckley
 Randall Loker

Absent: Tony Roper
 David Beatty
 Keith Veler

Staff: Chris Boies
 Pam Hess
 Brian Lichty
 Melanie Radford

Chairman Harrison called the meeting to order at 6:37pm.

1. Mr. Lichty requested to add the topic of Virginia Department of Fire Programs under New Business. Mr. Hoff made a motion to approve the agenda as amended. The motion was passed with all in favor.
2. Public Comment - None
3. Mr. Buckley made a motion to approve the May 13th, 2021 minutes. The motion was passed with all in favor.
4. Committee Reports - Information Only
 - Standards - Mr. Lichty reviewed with the group. Mr. Lichty pointed out a small dip on the response goals due to staffing issues during the summer months/vacations and mentioned the Commission should start thinking ahead for recommendations for a standard 1720 urban/rural statistical reference guide. No other comments or questions.
 - Technology - No meeting was held.

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- Budget/Recommendation - Nothing to report.
5. Unfinished Business
- OT Report - Mr. Lichy reviewed with the group. Ms. Harrison inquired if the overtime stayed within budget for fiscal year end. Mr. Lichy confirmed all but one area did; but were able to make an adjustment to rectify. No other comments or questions.
 - Strategic Plan Update - Mr. Lichy mentioned the committee has met once but not a second time yet. Nothing to report at this time.
6. Company Updates
- Boyce – Mr. Hoff announced that fund raising is back on track and going strong. He mentioned they will be having their annual chicken barbeque in September and gun bash in October. All station equipment is in service and staffed most of the days each month with a few vacancies in the summer due to vacations. All in all everything is going well. Ms. Harrison inquired if they have seen any responses from having a booth set up at the farmer’s market. Mr. Hoff indicated nothing that has borne fruit yet, but the public is being informed.
 - Blue Ridge – No one in attendance.
 - Enders- No one in attendance.
7. Report from the Director of Fire and EMS - Mr. Lichy reviewed with the group.
- Discussion – Mr. Lichy mentioned that 13 applications have come in for the Fire Academy class, approximately 10 Volunteer interest forms have been received from the booths at the farmer’s market and the County fair. He thanked Ms. Hess for working diligently and adding the response plans back into the system. Mr. Lichy stated that he has had several conversations with the old and new Chief at Warren County and explained they are aware as they are moving Co 6 staffing around and making adjustments, the importance of notifying Clarke other than just if they are staffed or not. Mr. Weiss expressed that the County Administrator should attend these meeting with Mr. Lichy; he will coordinate from now on. Ms. Harrison and Mr. Lichy briefly discussed the communities frequent fall victims and the possibility of a Mobile Integrated Program being covered through the patients insurance. No other comments or questions.
8. New Business
- Virginia Department of Fire Programs – Mr. Lichy presented the following informational document and requested the representatives to take it back to their Companies for discussion and input and the Commission will converse further at the next meeting.

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Why are fire and emergency medical services (EMS) studies conducted?

Fire and EMS studies are conducted at the request of a local jurisdiction from the Virginia Fire Services Board, per Section 9.1-203.4 of the Code of Virginia.

What is the purpose of a fire and EMS study?

The purpose of a fire and EMS study is to provide an objective view of the fire and EMS services in a local jurisdiction, and to provide feedback on areas that are successful and areas that could use improvement. Additionally, a fire and EMS study provides recommendations on how to improve a local jurisdiction's fire and EMS service delivery. The intent of fire and EMS study recommendations is to provide broad recommendations for the local jurisdiction to review and customize to the benefit of the citizens, organizations and the local jurisdiction. Study recommendations should not be construed as legal advice or as a binding recommendations.

What is the fire and EMS study process?

The fire and EMS study process is initiated by a request letter from the Board of Supervisors, City Council or Town Council (i.e. governing body) of a local jurisdiction to the Virginia Fire Services Board. After approval by the Virginia Fire Services Board, the local jurisdiction will complete a self-assessment questionnaire and hold an initial teleconference with the study team. The self-assessment questionnaire and initial teleconference are used to gather background information and data on the local jurisdiction's fire and EMS service delivery, such as response maps, ordinances, budgets and incident reporting information. A site visit will be held to meet with all relevant fire and EMS organizations and entities to gain feedback and insight into the successes and areas of improvement for the local jurisdiction's fire and EMS service delivery. As part of the site visit, a Town Hall meeting will be held. After the site visit, the study team will compile their notes; complete the draft report, and then a final Fire and EMS Study Report. The local jurisdiction will be allowed to review the draft report for technical corrections only.

Once the final Fire and EMS Study Report is approved by the Virginia Fire Services Board, the study team will work with the local jurisdiction to establish and hold a meeting to present the report to the requesting governing body.

Who is on a fire and EMS study team?

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Study teams are composed of two members of the Virginia Fire Services Board, one Division Chief and an administrative liaison from the Virginia Department of Fire 1 of 3

Commonwealth of Virginia Frequently Asked Questions (FAQs) Department of Fire Programs About Fire and EMS Studies

Programs, one representative from the Virginia Office of Emergency Medical Services, and one representative from the Virginia Department of Forestry.

- How long does a fire and EMS study take? Typically, fire and EMS studies take less than six (6) months to complete, after they are approved by the Virginia Fire Services Board. A fire and EMS study could take long if there are scheduling issues for the site visit portion of the study.
- Who does the study team meet with during the Site Visit? During the site visit, the study team will meet with a variety of fire and EMS organizations or personnel. Below is an example of those that would meet with the study team:
 - o The Chief or designated representative from each fire and/or EMS organization/department;
 - o Local government officials with relevant ties to fire and/or EMS service delivery; o The 911 or Emergency communications center;
 - o The general public through the Town Hall meeting;
 - o Where appropriate, select members of the career fire and/or EMS organization/department;
 - o Where appropriate, fire and/or EMS association, commission or council members; o As deemed appropriate, members of the local governing body; and,
 - o Other representatives deemed appropriate.
- If I meet with the study team, will my name show up in the report? Meetings held with the study team are considered in anonymity, in that conversations will remain only between the representative and the study team, allowing an open and honest conversation. Additionally, names are not used in the study report to maintain the established trust that is necessary for an open and honest conversation.
- Is there a chance for the general public to provide feedback to the study team? Members of the general public are invited to attend the Town Hall meeting held during the study site visit. Additionally, members of the fire and/or EMS organizations are invited to attend and can provide additionally feedback during the Town Hall meeting.
- Can the local jurisdiction change the fire and EMS study report? The local jurisdiction cannot change the content(s) of the fire and EMS study report. The local jurisdiction will be asked to provide a technical review of the study, to ensure locality specific information is accurate.

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- What happens after a fire and EMS study? Once the study team concludes the site visit and has developed its final fire and EMS study report, the Virginia Fire Services Board will review and approve the study. Then the study team's administrative liaison will work with the local jurisdiction to set a study presentation date. The study team will present the final fire and EMS study report to the local governing body that requested the study in an open meeting that the general public can attend. After the presentation, the Virginia Fire Services Board asks that the local governing body vote to accept receipt of the study report. Which means that the local governing body acknowledges that the study report was delivered, not that the local governing body agrees or disagrees with study recommendations. It is then up to the fire and EMS organizations, and the local governing body to determine if, when, and to what extent the study recommendations are implemented. Fire and EMS study recommendations should be used as a guide to assist the fire and EMS organizations and local governing body in improving service delivery to the citizens. As a reminder, the fire and EMS study recommendations should not be construed as legal advice or as a binding recommendation.
- What costs are associated with having a fire and EMS study completed for my jurisdiction? Fire and EMS studies are completed at no cost to localities
- Who do I contact about a fire and EMS study or for more information? For more information about fire and EMS studies, please contact:

vDFF Policy
 Virginia Department of Fire Programs
 1005 Technology Park Drive, Glen Allen, VA 23059
 policyoffice@vdfp.virginia.gov

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

10. Mr. Hoff made a motion to adjourn. The motion was passed with all in favor at 7:06pm.

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

Minutes Transcribed by Melanie Radford

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