



Clarke County Fire & EMS Commission
101 Chalmers Court, Suite B
Berryville, Virginia 22611
(540) 955-5113

MINUTES

November 10th, 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 12th, 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.

- 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 9th, 2021 at 6:30pm in the Clarke County Government Center - Meeting Room AB.

Minutes Transcribed by Melanie Radford

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