



Clarke County Fire & EMS Commission

Berryville-Clarke County Government Center, 2nd Floor

101 Chalmers Court, Berryville, Virginia 22611

Main Meeting Room

Agenda

Thursday, February 10, 2022 6:30 pm

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Clarke County Fire & EMS Commission

Call to Order



Clarke County Fire & EMS Commission

Approval of Agenda



Clarke County Fire & EMS Commission

Public Comment Period



Clarke County Fire & EMS Commission

Approval of Minutes

- December 9, 2021
- January 6, 2022



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

MINUTES

December 9th, 2021 6:30 pm

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

Absent: Tony Roper
Randy Buckley

Staff: Chris Boies
Pam Hess
Melanie Radford

Item

1. Call to Order - Chairman Harrison called the meeting to order at 6:32pm.
2. Mr. Conrad made a motion to approve the agenda. The motion was passed with all in favor.
3. Public Comment - None
4. Mr. Armacost made a motion to approve the November 10th, 2021 minutes. The motion was passed with all in favor.
5. Budget Discussion
 - Requests from Companies - Mr. Chris Shipe, JH Enders Company, read and presented the following budget request.

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.



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



December 9, 2021
Clarke County Fire & EMS Commission
RE: Enders Fire Co Budget Request for FY 2022-2023

Dear Commissioners:

John H. Enders Fire Company & Rescue Squad respectfully requests your support in replacing our aging 1991 Pierce pumper (Wagon 1). This is our primary response piece to structure fires, fire investigations, and any other emergency for which it is dispatched. At 30 years old, Wagon 1 has exceeded its life expectancy by 10 years. Though we have been able to keep Wagon 1 in service for an extra decade, its current condition and cost of repairs is no longer sustainable as a first-out fire apparatus. As the population grows in the Town and County, we must anticipate and be prepared for increased calls for service. This new pumper will enhance our ability to provide the best possible emergency services to the citizens of Clarke County.

Our volunteers have spent nearly two years diligently researching cost effective replacement options as well as external funding and grant opportunities. Unfortunately, pumpers are one of the more difficult fire apparatus for which to win grant funding and professional grant consultants have advised us that Enders would not have a viable application. In addition to replacing Wagon 1, we are also working to replace an ambulance and evaluating several needed upgrades to the facilities. For these reasons, we ask that the County assist Enders with this major purchase that will serve the citizens of Clarke County for decades to come.

The cost of a pumper has increased substantially from when we purchased this truck in 1991 for \$252,000. The bids received from four manufacturers indicate that the replacement cost will approach \$700,000 (the highest bids near \$800,000). Our volunteers have saved and allocated \$100,000 for this purchase. The Town of Berryville has committed to providing us with \$80,000 when funds are received from the *American Rescue Plan Act of 2021* and we anticipate an additional \$20,000 from the Town of Berryville's fire department capital expense fund. We humbly request that the County match our savings and join the Town in contributing \$100,000 towards this important purchase. This will allow us to apply a substantial down payment and receive the best financing possible. Our dedicated volunteers will work diligently over the next several years fundraising to retire this debt as quickly as possible. As an example of our astute financial stewardship, our recent \$223,000 loan on Truck 1 was paid off in just 2.5 years, 6.5 years earlier than the 10-year note. In that same period, we also purchased a new ambulance with assistance of an OEMS grant and made several enhancements to our facilities.

We thank you for considering this request and for all of the support that the County provides our volunteers.

Respectfully,

President

John H Enders Fire Company, Inc. is a 501(c)(3) tax-exempt non-profit organization. Federal Tax ID 54-6041675

The group discussed with Mr. Shipe the evaluation process Enders went through comparing used and newer apparatus, the cost estimate, negotiations, manufacturer's price increase, and if the purchase is locked in now, they will honor that price.

- Mr. Conrad mentioned that Boyce was not requesting anything additional for this upcoming budget year. They are working jointly trying to be approved for grants. Regarding the stipend increase from last year, Boyce is still requesting for it to remain as they are continuing to cover the expense of their paid staff.
- Mr. Boies updated the group with the latest on radio grant; estimating the costs would be under \$50,000.000 among the 3 companies and the County. He also informed the group that he did not hear anything from Blue Ridge regarding this budget cycle.

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.

- Update from Budget Committee Meeting Held December 6, 2021 – Mr. Boies briefly went over the information in the packets to educate everyone on what is in the budget now and how it is being spent. Mr. Jackson is working on the departmental request and should be given to Mr. Boies early next week before the next subcommittee meeting. The group deliberated on looking into dividing things out more by companies rather than by the County department, the rearrangement of the expenditure line items-more equitable way to manage, working on the CIP program to balance accordingly with the budget, understanding the process and the criteria-when does the County step in so every Company request is treated equally; this will be discussed further at a later time to include looking at the age, functionality, life of apparatus, standards with some variables based on usage, call volumes, mileage, etc. All parties need to come to the agreement on how to better the system in a positive way, lay everything out in a Countywide SOP, come up with the criteria and look at who needs what when to plan ahead, set up time tables, grants are not always conducive to count on and slows down the process, the needs of the County and how it affects the general population. Ms. Harrison tabled the discussion until after the budget is done and regroup in the spring. The group discussed the updates on the radio system; calls with VDEM for temporary or valid solutions to fix the problem, the expenses and moving things around to compensate, the Board had set aside money for the repeaters and could tap into those funds if needed since that expense was included in the grant request.
6. Emergency Operations Plan Update – Mr. Boies commented that VDEM had called a couple of weeks ago, the plan has to be approved in the very near future, to include a 4 year review, Chiefs comments, putting together a work group in 2022 for a thorough look through. The Pandemic appendix was added but the rest will stay the same for now; work will need to be done on it in the next year.

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7. Company Updates – Mr. Armacost read the following for JH Enders.



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



Enders' Company Update for Fire-EMS Commission
Presented on December 9, 2021

Fundraisers

1. Pancake Day on Nov. 21 was a success. In addition to the meal, we sold Ender's merchandise including t-shirts, mugs, ornaments, and stuffed dalmatians.
2. Merchandise was also sold at the Clarke County Holiday Market.
3. Our second appeal letter has been mailed to residents and Berryville businesses.
4. 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. Enders is coordinating a regional communications grant with Companies 4, 8, and the County. Our first draft is under review by a grant consultant and the final submission is due next week. We hope to hear back in early 2021 for this 95/5 grant to replace the portable and mobile radios throughout the county.

Building Maintenance

1. We have ordered new mattresses and beds for the bunk room. The new beds will be twin XL providing a little extra room and slightly raised allowing for under-bed storage.
2. We are working on a multi-year plan for a variety of station repairs and upgrades.
3. Currently have a vendor scheduled to come and inspect our Furnace Boiler to meet the annual State inspection requirement and provide a certificate to our Insurance provider.

Training

1. Several members in FF 1 and EMT classes.

Volunteer Recruitment

1. Participated at the Berryville Holiday Market which was a great opportunity for public relations and to create awareness of the volunteer fire and rescue system in Clarke County.
2. Our radio, Facebook, and YouTube ads continue to bring in several interested members per month, as we interviewed 2 new prospects this past week.
3. Continue to develop large and active New Member Committee due to the volume of new membership applications coming in.

Other Points of Interest

1. Participated in the Berryville parade and had Santa at the station for free photos. Over 100 children came to visit.

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2. The John Nelson Carr memorial fund should be finalized and invested with the Community Foundation of the Northern Shenandoah Valley within the next couple of weeks.
3. We will be holding Elections of our 2022 Officers and Administration at the December 16th Company meeting. Also at this meeting our membership will be reviewing and voting on our proposed plans to purchase a new Pumper along with our financial obligations associated with this purchase.
4. We will have a Company holiday dinner party this Sunday 3pm at our Social Hall.
5. We have been contracted by Santa Claus to provide transportation around Berryville on December 18th at 3pm in order for him to convey to all the children it is only seven more sleeps until the Big Day.
6. Our annual Banquet will be Saturday January 15. Please mark your calendars.

On behalf of the John H Enders Fire and Rescue Company I would like to wish all our neighboring Fire Company's and our County associates a Merry Christmas and a Safe and Happy New Year in 2022.

Van Armacost – Enders Commission Representative.

Mr. Conrad informed the group that Boyce had their election last night with no significant changes, they held their annual tree lighting ceremony, Santa will be riding on the fire truck around town, they took in 3 new members, planning for one piece of equipment to be in the Christmas parade and the annual banquet is being held on January 8th, 2022.

No one present from Blue Ridge.

8. New Business - Nothing at this time.
9. Summary of Required Actions - Nothing at this time.
10. Mr. Armacost made a motion to adjourn. The motion was passed with all in favor at 7:23pm.

All meeting documents will be distributed at meeting. Next meeting is on January 6th, 2022 at 6:30pm in the Clarke County Government Center - Meeting Room AB.

Minutes Transcribed by Melanie Radford

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Clarke County Fire & EMS Commission

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

MINUTES

Thursday, January 6, 2022 6:30 pm

Attendees: Diane Harrison, Chairman
Michael Crawford-Alternate
Tony Roper
David Weiss
Randall Loker
Bryan Conrad
Randy Buckley

Absent: Van Armacost

Staff: Chris Boies
Don Jackson
Melanie Radford
Julia Merriner

Item

1. Call to Order - Mr. Boies called the meeting to order at 6:30pm.
2. Mr. Conrad made a motion to approve the agenda. The motion was passed with all in favor.
3. Selection of Chair and Vice Chair - Nominations for Chair - Mr. Loker nominated Ms. Harrison. No others were nominated. Mr. Roper called for the close of nominations. All voted in favor of Ms. Harrison as the new Chair. Chairman Harrison proceeded to take over the meeting. Mr. Buckley nominated Mr. Conrad as Vice Chair. No others were nominated. Mr. Roper called for the close of nominations. All voted in favor of Mr. Conrad as the new Vice Chair.
4. Public Comment - None
5. Ms. Harrison tabled the approval of the December 9th, 2021 minutes until the next meeting.
6. Budget Discussion

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.

- Update from Budget Committee - Ms. Harrison reviewed the individual company budget requests with the group. Enders requested funds for a new pumper and the subcommittee will be recommending a disbursement of \$50,000.00 annually for two years. She mentioned there was a discrepancy regarding the Boyce stipend increase. Mr. Conrad clarified this request had nothing to do with Covid but was due to pay increases. (The letters from Boyce are attached at the end of the minutes for informational purposes.) Ms. Harrison stated that the subcommittee will be recommending for the stipend increase to continue. For the departmental requests, the additional 4 full time employees were more beneficial than hiring more part timers. Mr. Jackson explained the new proposed schedule and how the rotation would be healthier for the employees, the brown out/Kelly days, impact days, every 4 weeks employee would work an additional shift which would fulfill one of the additional staff needed at Blue Ridge. If funded, this would also cut down on the part time budget and would give some personnel at Blue Ridge and broadening the County capabilities. Ms. Harrison commented on some of the problems the County has had with filling Blue Ridge with the part time employees and this would help to alleviate some of this. Ms. Harrison reviewed the rest of the list with the group. Mr. Boies discussed the meeting that was held with Warren County and the annual stipend payment; this will continue to be supported. Mr. Loker asked how the County's billing was comparable to other jurisdictions. Ms. Radford was able to provide statistics to answer his question. Mr. Conrad made a motion to approve the proposed budget to recommend to the Finance Committee and BOS. The motion passed with all in favor.
7. Director Update - Mr. Boies informed the group of Mr. Lichty's resignation. He will be having meetings with the volunteer companies, career staff, and the BOS to go over the functions of the position of the Director, the job description/duties, how to set this position up for success for the future, and what roles and collaboration are needed from everyone. As he is working through the process, he will probably bring the job description back to the Commission for input. Mr. Jackson has offered to stay on part time for up to 1 year to help continue with operations until the new person is hired. Mr. Weiss thanked Mr. Jackson for his offer and for helping working through everything up to now. Mr. Weiss thanked Mr. Lichty for his service, all the good he did while he was here, and wished him well in his future endeavors.
 8. Company Updates - Mr. Crawford informed the group that Enders has cancelled their annual banquet. Mr. Conrad stated that Boyce will still be holding their annual banquet and all are welcome to join. No one present from Blue Ridge.
 9. New Business - Determination of 2022 Meeting Calendar - Ms. Harrison asked for a consensus of the group if the Commission meetings should be held quarterly or monthly until a new Director is hired. Mr. Conrad recommended that the meetings continue on a monthly basis for now as items still need to be worked. Mr. Boies asked if the Second Thursday of each month would still work for everyone. Mr. Weiss commented this is totally up to the group but do we have the staffing to

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continue it monthly. Mr. Boies mentioned that Mr. Jackson will be putting the standards committee back together to get reports back in for informational purposes. They will provide whatever is needed or requested but if they are producing information that is really not needed or helpful then we need to stop doing it because it is time consuming. Mr. Conrad stated that the standards committee will go over what they think would be most informative and focus on what is really needed. Mr. Weiss asked that everyone just needs to be conscious of the time. Mr. Boies commented that Mr. Jackson is only part time. Mr. Loker mentioned that he will not be able to attend the meetings in March and April 2022. Mr. Buckley made a motion to approve the new schedule; monthly on the Second Thursday of each month. The motion passed with all in favor. Nothing else at this time.

10. Summary of Required Actions -
 - Standards subcommittee to meet prior to next meeting in February
 - Start the process for the review of the Emergency Operations Plan
11. Mr. Roper made a motion to adjourn. The motion was passed with all in favor at 7:08pm.

All meeting documents will be distributed at meeting. Next meeting is on February 10th, 2022 at 6:30pm in the Clarke County Government Center - Meeting Room AB.

Minutes Transcribed by Melanie Radford

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**BOYCE VOLUNTEER FIRE COMPANY
7 S. GREENWAY AVE.
BOYCE, VA. 22620**

To: Clarke County Fire & EMS Commission
Clarke County Board of Supervisors

For: Stipend Increase Request

As we are sure you are aware, the Boyce Vol. Fire Co. has employed its own career staff for more than 10 years for the purpose of supplementing the volunteer staffing, especially during the daylight hours when many of the volunteers are at work outside of the company's first due area.

When we initiated the program, we chose to use the stipend that comes to us from Clarke County as the funding source. At the time, that \$50,000.00 stipend was enough to cover nearly all of the cost.

As pay rates in the area have increased, however, we have found it necessary to supplement that funding with money from fundraising. As you can imagine, that has become an ever-increasing load on our fundraising efforts, which as I hope you realize, have been considerable over the years. Since the financial crash of 2008, our revenue from Bingo has declined somewhat and has never fully recovered.

We have devoted well over \$600,000.00 to paying career staffing over the years that could have been used to pay off debt on existing equipment. In spite of that we have still been able, since 2002, to payoff over \$1.2 million in debt and replace several vehicles at a cost of over \$450,000.00.

When the Covid-19 crisis hit, that put us completely out of business for four months. Then once we were able to renew Bingo operations the revenue has remained significantly lower, for obvious reasons.

We had recently increased our pay rates to \$14 per hour for firefighter / BLS EMS provider and \$16 per hour for ALS providers. With the additional costs of having these employees, which include workers compensation insurance, outfitting with gear and equipment, etc., we have far exceeded our current stipend amount of \$65,000.00 per year.

As you know the County has begun to hire more career staff, both full time and part time. The pay rate that the County is currently offering is considerably higher than the rate the BVFC was paying. Since the County is starting their employees at \$18 per hour for BLS and \$19 per hour

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for ALS providers, we have been facing the loss of our employees to our own County as well as other jurisdictions.

We have raised our pay rates to \$16 per hour for BLS providers and \$18 per hour for ALS providers. This has put an even greater strain on our finances and we are still not at the rate that the County is paying.

Even with the recent increase in our stipend to \$65,000.00, we are still not covering the total cost of our staffing. With the County forcing us to raise our rates we feel it is reasonable to ask the County to help us cover the cost, realizing that if the County were to assume the cost of these employees it would be even more.

Therefore the Boyce Vol. Fire Company is requesting an increase in our annual stipend to **\$90,000.00**

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**BOYCE VOLUNTEER FIRE COMPANY
7 S. GREENWAY AVE.
BOYCE, VA. 22620**

To: Clarke County Fire & EMS Commission
Clarke County Board of Supervisors

For: Request for Indefinite Stipend Increase to \$90,000.00 per year

As we are sure you are aware, the Boyce Vol. Fire Co. has employed its own career staff for more than 10 years for the purpose of supplementing the volunteer staffing, especially during the daylight hours when many of the volunteers are at work outside of the company's first due area.

When we initiated the program, we chose to use the stipend that comes to us from Clarke County as the funding source. At the time, that \$50,000.00 stipend was enough to cover nearly all of the cost. We are the only company in the county that uses its stipend for that purpose. We were not required by anyone to use our stipend for that purpose.

As you know, Clarke County has hired more career staff, both full time and part time. The pay rate that Clarke County is currently offering is considerably higher than the rate the BVFC was paying. Since the County is starting their employees at \$18 per hour for BLS and \$19 per hour for ALS providers, we have been facing the loss of our employees to our own County as well as other jurisdictions. We even had to endure Clarke County trying to hire our employees away from us.

We have raised our pay rates to \$16 per hour for BLS providers and \$18 per hour for ALS providers. This has put an even greater strain on our finances and we are still not at the rate that the County is paying.

Even with the recent increase in our stipend to \$65,000.00, we are still not covering the total cost of our staffing. With the County forcing us to raise our pay rates, we feel it is reasonable to ask the County to help us cover the cost, realizing that if these people were Clarke County employees, the cost to Clarke County would be considerably greater.

Therefor the Boyce Vol. Fire Company is requesting an increase in our annual stipend to **\$90,000.00** for the foreseeable future. As costs increase, we will probably be requesting even greater increases in future years. Attached please see a statement of our current payroll related expenses for Fiscal 2021 -2022.

Please understand that this is a request to indefinitely increase our annual stipend. This is not a regular budget request.

Bryan H. Conrad, Chairman BVFC Finance Committee

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**BOYCE VOLUNTEER FIRE COMPANY
7 S. GREENWAY AVE.
BOYCE, VA. 22620**

BVFC Employee Related Expenses for Fiscal 21 -22

Payroll Expenses (Pay, Social Security and Taxes)	\$76,720.00
Workers' Compensation Insurance	\$3,845.00
Accountant, Accounting and Administrative Expenses.....	\$2,731.00
Replacement Fire Gear for Employees.....	\$10,000.00
Cleaning Fire Gear.....	\$140.00
Uniforms for Daily Wear.....	\$521.00
TOTAL for year	\$93,957.00

Please understand that the Boyce Volunteer Fire Company has been under no obligation to use the proceeds of our annual stipend from Clarke County to fund our payroll. As far as Clarke County has been concerned, the BVFC has been free to use that stipend however we saw fit to further Fire and EMS service in Clarke County.

As stated in the above request, Clarke County has been forced the BVFC to increase its pay scale in order to compete with its own County.

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Clarke County Fire & EMS Commission

Update from Standards Committee

Clarke County Board of Supervisors



Berryville Voting District
Matthew E. Bass
(540) 955-5175

Millwood Voting District
Terri T. Catlett
(540) 837-2328

Russell Voting District
Doug Lawrence
(540) 955-2144

Buckmarsh Voting District
David S. Weiss – Chair
(540) 955-2151

White Post Voting District
Bev B. McKay – Vice Chair
(540) 837-1331

County Administrator
Chris Boies
(540) 955-5175

To: Fire-EMS Commission

From: Chris Boies

Re: Director Job Description

Date: January 26, 2022

As announced at the January Commission meeting, Director Lichty has resigned effective December 31, 2021. The job description for this position was in the process of being reviewed and updated. The attached document represents the most current version of the job description and was recently reviewed by the chiefs of all three volunteer companies. While this is not an action item for the Commission, I would like to discuss any comments/feedback Commission members have on this proposed job description at the February meeting. The final version will then be reviewed by the Board of Supervisors.

A defined schedule for advertising/hiring this position has not yet been developed as I am working on several administrative matters with the volunteer chiefs that we want to get resolved before hiring a new director. Don Jackson has agreed to remain the interim director until a successful hire is made. I look forward to discussing this matter with you at the February meeting.

Director of Fire, EMS, & Emergency Management

General Definition of Work

Performs difficult professional and administrative work. Directs and coordinates all County Fire and Emergency Medical Services (EMS) programs and activities, and related work as apparent or assigned. Work involves collaborating and working with the volunteer companies to provide a high level of service in a combination volunteer-career system. Manages the day-to-day operations of the Department of Fire, EMS, and Emergency Management, including supervision of staff and oversight of the department's budget. Reports to the County Administrator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Essential Functions

Service Delivery (20%):

- Coordinate and collaborate with the Volunteer Company Chiefs, Sheriff, and Director of the Clarke County Emergency Communications Center to ensure system plans, protocols, operating guidelines, and resources are developed, evaluated, and improved on a regular basis to ensure efficient and effective provision of service.
- Based on call volumes and available resources, and in coordination with the Company Chiefs and Clarke County Sheriff's Office, evaluate and modify as necessary dispatch protocols, stationing of career staff, and established call areas.
- Work with the Volunteer Companies, career staff, and the Emergency Communications Center staff to develop quality assurance programs for Fire and EMS services. Identify training needs and develop training programs for volunteer and career staff.
- Establish regular run reviews for multi-company Fire and EMS calls to build cross-company operational capacity and to evaluate tactics, training levels, and operational procedures.
- Provide leadership and response support, including assuming the role of Incident Commander, Technician, or EMT, for fire or EMS incidents when available.
- Review and process all EMS or Fire complaints.

Volunteer Companies (20%):

- Work with the Volunteer Companies, in the recruitment and development of new volunteers, along with retention efforts for existing volunteers.
- Work collaboratively with the Volunteer Companies to ensure effective communication, proper coordination, and efficient use of resources in the delivery of services to the citizenry.

Director of Fire, EMS, & Emergency Management

- Work with Company Chiefs to build integration and cooperation between volunteers and career staff.
- Work with Company Chiefs to identify, develop, and implement joint training exercises for volunteers from all companies and career staff.
- Work with Company Chiefs on policies and procedures on the career staff's use of company owned facilities and equipment.

Leadership (15%):

- Work cooperatively, and build consensus, with various stakeholders including the Volunteer Companies, Operational Medical Director, Board of Supervisors, Sheriff, Emergency Communications Center staff, leadership from neighboring jurisdictions, and others.
- Develop and maintain open, and productive, lines of communication with county personnel at all levels as well as with volunteers throughout the system.
- Serve as a technical expert in the areas of fire, EMS, and emergency management to the County Administrator, Board of Supervisors, and Volunteer Companies.
- Working and collaborating with various stakeholders, develop and set goals in alignment with the five-year Strategic Plan and perform other long range planning to improve system performance as measured by established metrics.

Emergency Management (15%):

- Develop, update, and coordinate comprehensive emergency management plans and operations in order to mitigate, prepare for, respond to, and recover from the impact of any and all natural or manmade hazards. Coordinate emergency management plans, procedures, and resources with all county departments and other local, state, and federal agencies.
- In consultation with the County Administrator, activates and staffs the County's Emergency Operations Center in the event of an emergency.
- In coordination with the County Administrator and Public Information Officer, disseminates warnings and notifications to the public about potential or pending disasters.
- Coordinates emergency preparedness activities, training programs, and exercises to include drills, tabletop exercises, functional exercises, and full scale exercises to prepare residents, first responders and staff, to respond quickly and effectively in emergencies.
- Oversees and coordinates communication with VDEM and FEMA before, during, and after a disaster, including the coordination of documentation of expenses and reimbursement activities.

Director of Fire, EMS, & Emergency Management

Administrative Duties (15%):

- Provide staff support to the Fire-EMS Commission.
- Supervise the County EMS billing system.
- Maintain and keep updated various county agreements including the agreements with the volunteer companies, mutual aid agreements, and other similar agreements.
- Provide periodic reports to the County Administrator on the standard of Fire and EMS care in the county and metrics of performance.
- Submit projects for the Capital Improvement Plan and an annual operating budget per county procedures. Monitor department expenditures throughout the year.
- Submit grants on behalf of County government and, as requested, provide support and assistance for grants submitted by the volunteer fire companies.
- Provide monthly updates and annual reports to the County Administrator, Board of Supervisors and the Fire and EMS Commission.
- Oversee compliance for department in the area of records management and FOIA.

Personnel Management (15%):

- Provide proper supervision to Department full-time and part-time staff:
 - Hiring new staff as approved in the Department budget.
 - Working with staff, review, amend and enact new policies and SOG's for daily operations.
 - Establish performance standards and providing yearly review of performance.
 - Establish community outreach and service initiatives for in-between call times.
 - Ensure that certifications are up-to-date.
 - Provide regular training for all staff to keep the staff up-to-date and preparing for the future.
 - Review QI/QA initiatives and reporting.
 - Review and adjust staff scheduling to ensure the most efficient use of county dollars.
 - Review pay schedule to ensure competitive status for new hires/retention.
 - Provide a review mechanism for all complaints.

Knowledge, Skills and Abilities

- Thorough knowledge of principles, procedures, strategies, techniques, and equipment used for modern fire suppression and prevention, hazardous material and chemical spill response, and emergency medical service.
- Thorough knowledge of emergency management, hazard mitigation methods, and emergency medicine techniques and their applications.

Director of Fire, EMS, & Emergency Management

- Considerable knowledge of federal, state, and local policies, procedures, guidelines and regulations pertaining to fire, EMS, emergency management, and law enforcement operations.
- Demonstrated knowledge of principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.
- Demonstrated knowledge of administrative practices including planning, budgeting, monitoring expenditures, and purchasing/procurement processes.
- Ability to interpret, explain, and apply a wide variety of policies, procedures, guidelines and regulations.
- Ability to react quickly, effectively, and professionally in emergency situations.
- Ability to use sound judgment and determine best options and decisions for handling emergency matters.
- Ability to plan and organize work to meet deadlines and governmental requirements.
- Ability to measure and evaluate the effectiveness of fire and EMS service delivery, and ability to institute improvements to address areas of need.
- Ability to establish and maintain effective working relationships with law enforcement agencies, volunteer fire/EMS services, public officials, hospitals, schools, and the general public.
- Ability to bring a diverse system of volunteers together and develop consensus on policies and procedures which improve the fire and EMS system.
- Ability to effectively communicate, both orally and in writing, to a diverse system of career and volunteer firefighters/EMT's.
- Ability to effectively present information to small and large groups, in both informal settings such as internal trainings and external settings such as Board of Supervisors meetings.
- Ability to motivate, mentor, supervise, constructively evaluate, and professionally develop employees.
- Skill in developing and conducting effective training programs.
- Skill in the operation of fire and EMS tools and equipment.

Education, Certifications, and Experience

Education and Experience

Minimum Qualifications:

- Bachelor's degree in Fire Science and Administration, Public Administration, or related field from an accredited college or university, or commensurate years of experience and/or related certifications (like Executive Fire Officer from the National Fire Academy).

Director of Fire, EMS, & Emergency Management

- Ten (10) or more years of progressively responsible administrative and managerial experience in fiscal/budget matters, fire safety, prevention, EMS, and suppression methods, or a related field.
- Ten (10) or more years combined experience in a supervisory and/or leadership role in an organized and recognized career or volunteer Fire department/company.
- Any equivalent combination of education, specialized training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Physical Requirements

This work requires:

- Occasional exertion of over 100 pounds
- Standing, walking, speaking, or hearing
- Using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling
- Reaching with hands and arms, pushing or pulling and lifting
- Repetitive motions
- Close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision
- Vocal communication to express or exchange ideas by means of the spoken word, conveying detailed or important instructions to others accurately, loudly or quickly
- Hearing to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound
- Preparing and analyzing written or computer data
- Visual inspection involving small defects and/or small parts
- Operating machines, motor vehicles and equipment
- Observing general surroundings and activities
- Frequently requires exposure to outdoor weather conditions
- Exposure to blood borne pathogens and may be required to wear specialized personal protective equipment
- Occasionally requires working near moving mechanical parts, in high, precarious places
- Exposure to fumes or air borne particles
- Exposure to toxic or caustic chemicals
- Exposure to the risk of electrical shock
- Occasionally required to wear a self-contained breathing apparatus

Director of Fire, EMS, & Emergency Management

- Generally in a loud noise location (e.g. grounds maintenance, heavy traffic)
- Able to pass annual NFPA physical requirements

Special Requirements

- Possession of an appropriate driver's license valid in the Commonwealth of Virginia and emergency vehicle operators course (EVOC) certification.
- Successful completion of courses in management, leadership, incident command, and other high level, advanced Fire/Rescue Officer training.
- Emergency Medical Technical B (EMT-B) Certification required; EMT-I or paramedic certification desired.
- Firefighter 2 and EVOC Certifications required. Fire Officer III (Fire Administration and Finance) Certification preferred.
- HAZMAT operations certification required. HAZMAT incident commander certification preferred.
- Completion of NIMS ICS-400 coursework (minimum).



Clarke County Fire & EMS Commission

Director Update

- EMS Billing Contract
- Medicare Audit



Clarke County Fire & EMS Commission

Company Updates

- Boyce
- Blue Ridge
- Enders



Clarke County Fire & EMS Commission

New Business

- Discussion on Emergency Operations Plan Update



Clarke County Fire & EMS Commission

Summary of Required Actions



Clarke County Fire & EMS Commission

Adjournment



Clarke County Fire & EMS Commission

Reports Included in Packet

- End of Month Closing Balance Summary
- 2022 Meeting Calendar

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

Description	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	YTD Totals
Billable Calls									
Enders (Co 1)	75	102	87	88	72	82	77		583
Boyce (Co 4)	16	16	15	11	7	15	19		99
Blue Ridge (Co 8)	3	0	9	3	5	5	2		27
Total # of Billable Calls	94	118	111	102	84	102	98		709
ALS Trips Billed	42	61	50	53	32	46	39		323
BLS Trips Billed	49	56	57	46	48	52	59		367
TNT Trips Billed	3	1	4	3	4	4	0		19
Total	94	118	111	102	84	102	98		709
Net Mileage Reimbursement									
Enders (Co 1)	\$1,099.38	\$6,298.17	\$6,483.44	\$9,038.81	\$7,974.18	\$6,781.70	\$8,176.36		\$45,852.04
Boyce (Co 4)	\$90.86	\$1,086.71	\$995.74	\$985.32	\$1,099.69	\$1,022.83	\$1,289.02		\$6,570.17
Blue Ridge (Co 8)	\$24.96	\$0.00	\$349.04	\$471.75	\$385.62	\$930.49	\$19.69		\$2,181.55
Total	\$1,215.20	\$7,384.88	\$7,828.22	\$10,495.88	\$9,459.49	\$8,735.02	\$9,485.07		\$54,603.76
Calls Dispatched									
Co 1 Career	83	87	89	88	89	90	88		614
Co 1 Volunteer	5	6	4	5	2	6	3		31
Co 1 Split	16	38	28	34	20	29	37		202
Co 4 Career	4	3	2	5	0	1	1		16
Co 4 Volunteer	11	14	13	12	12	16	14		92
Co 4 Split	14	14	10	10	9	19	14		90
Co 8 Career	3	0	6	6	4	2	0		21
Co 8 Volunteer	4	3	4	2	1	2	3		19
Co 8 Split	0	0	3	0	3	5	0		11
Unknown	27	19	33	29	22	10	21		161
Total # of Calls Dispatched	167	184	192	191	162	180	181		1257
Patient Payments	\$3,408.75	\$4,325.69	\$4,203.07	\$6,576.76	\$3,238.42	\$4,457.67	\$4,444.15		\$30,654.51
TNT Payments	\$50.00	\$300.00	\$300.00	\$300.00	\$450.00	\$350.00	\$190.00		\$1,940.00
Total Payments	\$40,485.35	\$43,814.95	\$35,609.65	\$54,881.90	\$53,799.88	\$40,123.98	\$41,381.09		\$310,096.80



Clarke County Fire & EMS Commission

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

2022 Meeting Schedule

- February 10
- March 10
- April 14
- May 12
- June 9
- July 14
- August 11
- September 8
- October 13
- November 10
- December 8

Meetings held at 6:30 pm in Main Meeting Room