



# Clarke County Fire & EMS Commission

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

**Thursday, March 10, 6:30 pm**

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# Clarke County Fire & EMS Commission

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101 Chalmers Court, Berryville, Virginia 22611  
Main Meeting Room

## MINUTES

Thursday, February 10<sup>th</sup>, 2022 6:30 pm

Attendees: Diane Harrison, Chairman  
Tony Roper  
Doug Lawrence-Alternate BOS representative  
Van Armacost  
Bryan Conrad  
Randy Buckley

Absent: David Weiss  
Randy Loker

Staff: Chris Boies  
Pam Hess  
Don Jackson  
Melanie Radford

### Item

1. Call to Order - Chairman Harrison called the meeting to order at 6:30pm.
2. Mr. Roper 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 December 9<sup>th</sup>, 2021 minutes and Mr. Roper made a motion to approve the January 6<sup>th</sup>, 2022 minutes. The motions were both passed with all in favor.
5. Update from the Standards Committee - Mr. Conrad indicated that the committee met on 1/26/22. They are proposing several reporting items they would like to see in the packets regarding billing information from the Fee for Service program. Mr. Conrad, Mr. Armacost, and Ms. Harrison conversed as to whether billing patient balances are actually worth the while. Ms. Radford went over the billing report that is included in the packet monthly, page 32 tonight, which illustrates the majority of the information they are looking for. She will look into the additional items such as the amounts written off to include hardship requests, the calculations for gross billed versus allowable amounts, outstanding aging and get back to the group. Mr. Jackson stated the committee reports will be issued every 90 days. Mr. Conrad specified this will give a more accurate picture. Regarding the other reports, it will be further discussed and decided on which ones are useful to continue and incorporate with what Ms. Hess already has in place.

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.

6. Input from Commission on Director Job Description - Mr. Boies referred the group to the current job description included in the packet and asked for feedback to include any changes or additions they feel should be made regarding the qualifications or the job description. Comments or ideas can be emailed to Mr. Boies directly. Ms. Harrison and Mr. Conrad remarked that it may be helpful to run this through the local law enforcement departments for input. Mr. Roper asked when applications will start to be accepted. Mr. Boies explained that he is waiting for all feedback to include talking with the career staff prior to posting the position. With Mr. Jackson staying on part time helping with day to day operations for now, he is taking his time to make sure the position is set up for success.
  
7. Director Update - Mr. Jackson informed the group that the new schedule is going well so far which includes the impact day providing staffing 3 days a week at Blue Ridge. He is trying to get part time personnel to help out more. Mr. Gugliotta is almost done with his Paramedic class, should be about another 2 months and that will give us another full time Medic. Ms. Kuehner created a Facebook post informing the public of our "Pre-Plan" project that Mr. Reynolds is coordinating, and have been getting some great feedback. The 3 volunteer Chiefs have been given limited access to ePro, the departments scheduling system, to see who is working where/when with some capabilities to running reports. They are also using IAM responding to help with coverage for open spots. Mr. Jackson indicated that he feels moral is up and we have some good combination crews working. Mr. Armacost inquired on the Firefighter I class. Mr. Jackson stated he spoke with Mr. Rick Catlett today, the students that stayed on are getting ready to test. They have done well and will be participating in a burn training shortly.
  - EMS Billing Contract – Medicare Audit - Ms. Radford read the following.

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EMS Billing Contract update - Our contract will be ending February 28, 2022 with the current billing company. They will continue working all open claims for an additional 90 days collecting corresponding revenue. The contract with the new billing company has been finalized and the implementation process is starting which could take until May 1<sup>st</sup>. However, they will go retro back to dates of service from March 1<sup>st</sup>, 2022 forward. There will be some lag time causing a dip in revenue for those dates initially, but will get caught back up.

Medicare Audit update - explanation of the required project.

***“Effective January 1, 2020 and continuing through 2024, ground ambulance providers and suppliers that have been selected to participate in the Medicare Ground Ambulance Data Collection System must collect information on cost, utilization, revenue, and other service characteristics in accordance with the Medicare Ground Ambulance Data Collection Instrument for a continuous 12-month period. The information collected will be used to evaluate the extent to which reported costs relate to payment rates under the Medicare Part B Ambulance Fee Schedule (AFS), as well as to collect information on the utilization of capital equipment and ambulance capacity, and the different types of ground ambulance services furnished in different geographic locations, including rural areas and low population density areas (super rural areas).”***

All agencies that file claims to Medicare would be selected in one of the five years. Our agency was selected in the first year but due to the global pandemic, the project was postponed for 2020 and 2021. There are no more delays and our collection period started as of January 1<sup>st</sup>, 2022. In order to help alleviate some of the burden, Ms. Merriner sent the volunteer companies several blank spreadsheets that she prepared to help capture the required data. Please let us know if these were helpful or could be made more helpful.

8. Company Updates – Mr. Armacost read the following update for Enders.

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## JOHN H. ENDERS FIRE CO., INC. & RESCUE SQUAD

9 South Buckmarsh Street  
Berryville, Virginia 22611  
(540) 955-1110



- Enders was awarded a 50/50 "Rescue Squad Assistance Fund" grant to replace an ambulance as well as a power cot and load system. These have all been ordered with anticipated delivery of the ambulance in 2023
- We sold Unit 1-3 to a private buyer and arranged for trade in credit with Stryker for the outdated power cot from Unit 1-3
- Continued and broadened our fundraising initiatives including
  - new golf tournament
  - annual fund drive continues to individuals and local businesses
  - new \$5 "first of the month" raffle
  - other continuing fundraisers as noted on Upcoming Events, below
- Secured financing with Bank of Clarke County for the pumper (closing is scheduled for Thursday, February 10th) with favorable non-profit rates which included Enders holding a public meeting and other criteria to qualify for this preferred rate
- Officially created the "Carr Memorial Fund for the John H. Enders Fire Company" at the Community Foundation of the Northern Shenandoah Valley. This fund was created from the proceeds of an estate left to the Company by Life Member John Nelson Carr. This will be a restricted long-term investment fund to support Enders and honor John's memory and generosity in perpetuity
- Secured another letter of support for the county-wide AFG radio grant. We now have endorsements from David LaRock, Tim Kaine, Mark Warner, and Jennifer Wexton. Results of the grant application are expected to be announced April 30
- We received a generous donation to fund the replacement of the flooring in our day room, kitchen, and bunk rooms
- Replaced all beds and mattresses with twin extra long mattresses and raised beds that allow storage underneath
- Several members joined career staff in recently completing a 2-day "International Trauma Life Support" certification course
- Year-to-date we have accepted 2 new operational members

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Upcoming Enders Events

April 17: Pancake Day  
April 23: Bear Chase Firefighter Appreciation Day  
May 7: Cash Party  
May 14: Hogs & Heroes Poker Run  
May 20: Golf Tournament  
June 18: Annual Banquet  
July 16: Annual Yard Party

Boyce - Mr. Conrad commented that fundraising has been very successful, there are 152 people in attendance at Bingo tonight, Boyce did receive the 80/20 grant as Enders had, for a power cot/load system for both of their ambulances. The original cost was going to be around \$95,000.00. After the grant was awarded, Stryker has come out with a new cot substantially better compatible with the old system, it can interchange with the power load systems in the current ambulances. They were able to modify the terms of the grant for the new style cot and are in the midst of getting them ordered with installation expected in the next 90 days. They are having their Valentine's Day Pancake Breakfast this Saturday 2/12/22 7am until Noon and the annual gun bash is coming soon.

Blue Ridge-no one present.

9. New Business - Discussion on Emergency Operations Plan update - Mr. Boies reached out to VDEM and they have sent a 17 page checklist of what should be in the plan. He is seeking feedback as to what level the

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Commission wants to have; attack it chapter by chapter, have a small group outside of the Commission or just provide updates to them. This will be starting soon and will take about a year to complete. Mr. Conrad mentioned that the Commission was not very involved last time and can probably tell that by the current document. He suggested they put together a work group to help Mr. Jackson and Mr. Boies with the project and then provide updates to Commission for input/feedback. Mr. Boies stated that the work group could also be opened up to any volunteer members that might want to help. Mr. Conrad and Ms. Harrison offered to help. Mr. Boies will set up a work plan and send it out. If folks are unable to attend the meeting, he can always send each part out for review and get feedback via email. The goal is to have a document that is actually useful.

Mr. Boies forgot to mention that the Technology committee did meet and it was not put on the agenda. Mr. Roper informed the group that they are still working on a few snafus and reported on the new applications for delivery of the products. The Westwood tower is still in the testing phase. Mr. Lawrence mentioned the new phone app, “what3words”, and the group discussed how it was designed to help first responder rescuers to locate an individual or incident with a global addressing system. Notifications will be posted in the near future at the Appalachian Trail entrances to advise downloading the app prior to going out. Ms. Hess and Ms. Kuehner are working on sending this information out to the public.

10. Summary of Required Actions –

- Mr. Boies will send out more details on the process for the Emergency Operation Plan (EOP)
- Standards committee to continue working on the new reporting

11. Mr. Armacost made a motion to adjourn. The motion was passed with all in favor at 7:22pm.

Reports Included in the Packet

- End of Month Closing Balance Summary
- 2022 Meeting Calendar

All meeting documents will be distributed at meeting. Next meeting is on March 10<sup>th</sup>, 2022 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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# Clarke County Fire & EMS Commission

## Committee Reports

- Standards
- Technology
- Budget





# Clarke County Fire & EMS Commission

## Director Update



## Clarke County Fire & EMS Commission

# Company Updates

- Boyce
- Blue Ridge
- Enders



# Clarke County Fire & EMS Commission

## New Business