



Clarke County Fire & EMS Commission

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

Thursday, July 14, 2022 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, April 14th, 2022 6:30 pm

Attendees: Diane Harrison, Chairman
Doug Lawrence-BOS Alternate
Van Armacost
Randy Buckley

Absent: David Weiss
Bryan Conrad
Tony Roper
Randy Loker

Staff: Chris Boies
Pam Hess
Don Jackson
Melanie Radford

Item

1. Call to Order - Chairman Harrison called the meeting to order at 6:35pm
2. Mr. Buckley made a motion to approve the agenda. The motion was passed with all in favor.
3. Public Comment - None
4. Mr. Buckley made a motion to approve the March 10th, 2022 minutes. The motion was passed with all in favor.
5. Committee Reports
 - Standards - Mr. Jackson stated that no meeting was held.
 - Technology - Mr. Boies stated that no meeting was held. Mr. Lawrence and Mr. Boies commented the Westwood Road radio tower testing was pushed back another week due to the power company running behind
 - Budget - Mr. Boies indicated the BOS will meet on Tuesday for the final vote.
6. Director Update - Mr. Jackson read the following update to the group.

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.

Director Update April 14, 2022

- We had 3 volunteers graduate the FireFighter 1&2 class.
- Training since last meeting – Incident Command, Rural Water Supply, Forcible Entry, FireFighter Rescue with Early CPR.
- Boyce and Enders are scheduled for “What 3 Words” training given by Director Hess this month.
- SCBA fit testing will be given this month.
- FF/EMT Reynolds has started the Advanced EMT class. Some of the volunteers have provided coverage during his shift while at class several times.
- FF/EMT Gugliotta passed his Paramedic class.
- Will be purchasing wildland firefighter gear to help protect our people
- Had a good session with the Citizen Academy
- Happy to report that there is a definite increase in responses from the volunteer’s contingent of our system to include some evening duty crew.



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7. Company Updates - Mr. Armacost read the following update for Enders.



JOHN H. ENDERS FIRE COMPANY, INC. & RESCUE SQUAD
9 SOUTH BUCKMARSH STREET
BERRYVILLE, VIRGINIA 22611
540-955-1110



Commission Update for April 2022

Recruitment:

- We've taken in 5 new volunteers so far this year.
- We participated in Berryville's new resident night on 04/05.
- Our Juniors Committee and other volunteers will be taking an ambulance and pumper to CCHS on 4/21 to meet with students interested in getting involved with Fire / EMS.

Training:

- Michele Simone recently completed EMT class and Keith Dalton firefighter class. For both, this represents about 6 months of night classes twice a week as well as weekend training. Both are graduates of our Juniors Program and are currently probationary members.
- March: EMS training included ALS assist with IV setup and medication administration. Fire Training was forcible door entry.
- April: Fire: CPR training on a firefighter in full gear. EMS: What3Words geographic location training.
- Several members also attended the ICS and rural water supply training hosted by Blue Ridge.
- We are working with state EMS educator Bob Page to host a training weekend August 12-14.

Fundraisers & Events:

- Participated in Berryville Main Street Yard Sales. We raised money by selling funnel cakes and Enders Merchandise. This was also an opportunity for us to meet literally hundreds of folks and talk about volunteering.
- Our monthly \$5 online raffles have been a huge hit. We've raffled off a pellet grill, kayak, and Oculus virtual reality game bundle. Tickets have typically sold out in 1-2 days.
- This Saturday we'll be doing our Bunny run through Berryville starting at 2pm.
- Sunday is our annual Easter Pancake Day from 7am-12pm. We will also be staffing an ambulance that day at the Blue Ridge Hunt Point to Point.
- April 23 is Firefighter Appreciation Day at Bear Chase for Enders and Blue Ridge. This has turned into one of our most successful fundraisers.
- April 27th we will be bringing an ambulance and pumper to DSS family fun day.
- May 7 is our Spring Cash Party.
- May 14 is Hogs & Heroes Dice Run.
- May 20 is our first ever charity golf tournament at Blue Ridge Shadows.
- June 18 is the rescheduled Annual Banquet. **We hope you all can make it.**

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Boyce - No one present.

Blue Ridge - No one present.

8. New Business

- Update on Director Search Process - Mr. Boies indicated that the BOS approved the hiring process earlier this week. A Search Committee will be formed consisting of one volunteer representative, one member of the Fire-EMS Commission, one Board of Supervisor, one career staff member, and the County Administrator. This committee will do the initial screening of the applicants, expected in late May, and will recommend 2-3 finalists. The finalists will interview with the volunteer fire chiefs, the Fire-EMS Commission, and the search committee, all separately. Input from these interviews will be forwarded to the search committee, who will make the final recommendation to the County Administrator. The County Administrator will then make the job offer. He expects the job to be posted next week with first review of the applications around mid-May. The posting will remain open until the position is filled if a suitable applicant is not found in the first round. The process has been made very inclusive of all the stake holders.
- Input on Emergency Operations Plan – Mr. Boies mentioned the materials included in the packet are two different options for the framing of the plan. One is from FEMA for the federal outline and the other is what we are currently using. The format will all depend on how we want it set up. If the Commission has any input, please send your thoughts or comments to Mr. Boies. Mr. Jackson is receiving input from other connections he has. Ms. Harrison indicated that keeping it simple is nice, but to compare with what Winchester, Frederick County, and FEMA all use to be consistent with surrounding jurisdictions. Ms. Harrison asked if the Town of Berryville would fall under the County’s EOP and Mr. Boies confirmed that they would.
- Update on New Billing Company - Ms. Radford read the following to the group.

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.

Fire-EMS Commission Meeting – 4/14/22

Billing Update:

Everything is going well for set up with the new billing company. Our go-live date is scheduled for May 1st and I am not anticipating any need for extending that date farther out at this time. Our plan is to submit all claims retro back to March 1st through April 30th as fast as possible to get caught up.

If you look at the last page of your packets, page 27 at my closing balance summary report, the eligible transports for March have been hi-lighted in yellow to designate they have not been billed out yet. There was a notation on the bottom of the sheet but it must have got cut off. The revenue collected during March is only from previous dates of service up through February 28th. The last day the old billing company will be collecting any revenue for us will be June 30th.

9. Summary of Required Actions - None
10. Mr. Armacost made a motion to adjourn. The motion was passed with all in favor at 6:51pm.

All meeting documents will be distributed at meeting. Next meeting is on May 12th, 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

June 27th, 2022 6:30 pm

Attendees: Diane Harrison, Chairman
Van Armacost
David Weiss
Bryan Conrad
Tony Roper
Randy Buckley

Absent: Randall Loker

Staff: Chris Boies

Item

1. Call to Order - Chairman Harrison called the meeting to order at 6:31pm.
2. Mr. Armacost made a motion to approve the agenda. The motion passed unanimously.
3. Closed Session-At 6:32pm, Mr. Conrad made a motion to go into closed session pursuant to Section 2.2-3711-A1 to interview candidates for the Director of Fire, EMS, & Emergency Management. The motion was passed unanimously.

At 7:38pm the members of the Fire-EMS Commission, being assembled within the designated meeting place, with open doors and in the presence of members of the public and/or media desiring to attend, Mr. Conrad moved to reconvene in open session. The motion carried unanimously.

Mr. Conrad further moved to execute the following Certification of Closed Session:

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Fire-EMS Commission of the County of Clarke, Virginia, has convened a closed meeting on June 27, 2022, pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

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.

WHEREAS, Section 2.2-3700 of the Code of Virginia requires a certification by the Fire-EMS Commission of the County of Clarke, Virginia, that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE BE IT RESOLVED, that the Fire-EMS Commission of the County of Clarke, Virginia, hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Fire-EMS Commission of the County of Clarke, Virginia. The motion was approved by the following roll-call vote:

Diane Harrison	-	Aye
Van Armacost	-	Aye
David S. Weiss	-	Aye
Bryan Conrad	-	Aye
Tony Roper	-	Aye
Randy Buckley	-	Aye

4. Adjournment- At 7:39 the meeting was adjourned.

Minutes Transcribed by Chris Boies

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.



Clarke County Fire & EMS Commission
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Main Meeting Room

MINUTES

June 28th, 2022 6:30 pm

Attendees: Diane Harrison, Chairman
Van Armacost
David Weiss
Bryan Conrad
Tony Roper
Randy Buckley

Absent: Randall Loker

Staff: Chris Boies

Item

1. Call to Order - Chairman Harrison called the meeting to order at 6:30pm.
2. Mr. Armacost made a motion to approve the agenda. The motion passed unanimously.
3. Closed Session-At 6:31pm, Mr. Conrad made a motion to go into closed session pursuant to Section 2.2-3711-A1 to interview candidates for the Director of Fire, EMS, & Emergency Management. The motion was passed unanimously.

At 8:10pm the members of the Fire-EMS Commission, being assembled within the designated meeting place, with open doors and in the presence of members of the public and/or media desiring to attend, Mr. Conrad moved to reconvene in open session. The motion carried unanimously.

Mr. Conrad further moved to execute the following Certification of Closed Session:

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Fire-EMS Commission of the County of Clarke, Virginia, has convened a closed meeting on June 28, 2022, pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

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.

WHEREAS, Section 2.2-3700 of the Code of Virginia requires a certification by the Fire-EMS Commission of the County of Clarke, Virginia, that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE BE IT RESOLVED, that the Fire-EMS Commission of the County of Clarke, Virginia, hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Fire-EMS Commission of the County of Clarke, Virginia. The motion was approved by the following roll-call vote:

Diane Harrison	-	Aye
Van Armacost	-	Aye
David S. Weiss	-	Aye
Bryan Conrad	-	Aye
Tony Roper	-	Aye
Randy Buckley	-	Aye

4. Adjournment- At 8:10 the meeting was adjourned.

Minutes Transcribed by Chris Boies

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.



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

- Update on Director Search Process
- Discussion on a New Governance Structure

Clarke County Board of Supervisors



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

Millwood Voting District
Terri T. Catlett-Vice Chair
(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
(540) 837-1331

County Administrator
Chris Boies
(540) 955-5175

To: Fire & EMS Commission

From: Chris Boies

Re: Fire & Rescue Advisory Group

Date: July 8, 2022

Attached to this memo is a proposal developed by the three fire companies, which would change the governance structure of the Fire & EMS system. The proposal establishes a new Clarke County Fire & Rescue Advisory Group, which would replace the existing Fire & EMS Commission. This advisory group would include representation from each of the three fire companies, and county career staff, as well as the Director of Fire, EMS, & Emergency Management, and a citizen at large.

As the name describes, this group would advise the Board of Supervisors on policies, goals, budgets, and other similar items for the Fire & EMS system. The advisory group would also promote clear and consistent communication within the Fire & EMS system. The framework generally follows that of the Clarke County Fire & Rescue Association. In order to make this change, the Board of Supervisors would need to approve the change in governance structure. The matter is being placed on the Commission's agenda to consider making a recommendation to the Board of Supervisors.

CLARKE COUNTY FIRE AND RESCUE ADVISORY GROUP

DRAFT 04/01/22

NAME

The Clarke County Fire & Rescue Advisory Group

PURPOSE

The Advisory Group shall be recognized by the Clarke County Board of Supervisors and appointed by the Board of Supervisors Chairman. It is the intent that the Advisory Group will work closely with the Clarke County Department of Fire, EMS, and Emergency Management. The Advisory Group shall be the voice of the Fire & Rescue System which will allow the members to be better informed and maintain transparent communications with the Companies, and the Director of the Clarke County Department of Fire, EMS and Emergency Management

OBJECTIVES

1. To provide only guidance to the Board that has been researched, discussed, and received a unanimous vote of approval by all parties of the Advisory Group.
2. Assist in the establishment of goals, priorities, and unified policies based on the needs of the Fire and Rescue System.
3. To create a feeling of good-will and cooperation between the Advisory Group and the Clarke County Fire, EMS, and Emergency Management Department.
4. To protect the best interest of the Volunteer Fire & Rescue Companies and to promote friendly and social relationships.
5. Assist in establishing Standard Operating Guidelines, dispatch procedures and company run assignments that would benefit the citizens, the companies and responders.

ORGANIZATION

The Advisory Group shall be recognized by the Board of Supervisors and provide guidance to the Board on County Fire and Rescue System wants and needs.

MEMBERSHIP

All members of the Clarke County Volunteer Fire & Rescue Companies and Mount Weather may attend meetings. Meetings will be held each month or as necessary. Each volunteer company will be represented by the Fire Chief and President of each company. If unable to attend the volunteer companies may send an alternate to attend. Clarke County career staff will select a representative to attend in addition to the Director who will serve as the County Staff position on the Advisory Group. A citizen shall be appointed by the Board to serve as the chairperson of the Advisory Group. Mount Weather employees can participate in meetings as non-voting members. Each January the Delegates shall elect a Vice-chairperson and a Secretary to conduct the meetings and record the minutes. Any member shall have the opportunity to speak at meetings and ask questions.

DRAFT 04/01/22

SUB-COMMITTEES

Emergency Medical Services, Chiefs, Training, Technology and any other necessary Sub-Committees shall be established and shall meet as necessary. All sub-committee meetings shall be open to all system members that wish to attend.

MEETINGS

Meetings of the Advisory Group shall be held on the fourth Monday at 6:30 PM of each month or as necessary at the Clarke County Government building or as designated. Meetings shall be held utilizing the guidelines established in Roberts Rules of Order.

FUNDING

The Advisory Group shall only provide guidance and will not receive or disburse any monies.

DISPUTES

The Advisory Group shall review and handle disputes that arise in the system. If disputes cannot reach unanimous decision within the Advisory Group then the matter may go before the Board of Supervisors.

CHANGES

Any changes, additions or deletions to this document must be presented in writing at a regular meeting of the Advisory Group. These proposed changes shall lie over 30 days and be discussed and voted upon at the next meeting.