



Clarke County Fire & EMS Commission

Berryville-Clarke County Government Center, 2nd Floor
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.

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.

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.**

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.

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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