



Clarke County Fire & EMS Commission

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

Monday, January 9, 2023 6:30 pm

Item

1. Call to Order
 2. Approval of Agenda
 3. Selection of Chair and Vice Chair
 4. Public Comment
 5. Approval of Minutes
 - November 10, 2022
 6. Budget - Discussion/recommendations
 7. Director Update - Advisory Group
 8. New Business
 - Discussion of 2023 Meeting Schedule
 9. Summary of Required Actions
 10. Adjournment
- Included in the packet - FY24 proposed budget



Clarke County Fire & EMS Commission

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101 Chalmers Court, Berryville, Virginia 22611
Main Meeting Room

MINUTES

Thursday, November 10th, 2022 6:30 pm

Attendees: Diane Harrison, Chairman
Tony Roper
Van Armacost
Bryan Conrad - Arrived at 6:33pm
Randy Loker

Absent: David Weiss
Randy Buckley

Staff: Chris Boies
Wayne Whetsell
Melanie Radford
Pam Hess

1. 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 July 14th, 2022 minutes. The motion was passed with all in favor.
5. Introduction of the new Director, Wayne Whetsell
6. Director Update
 - Fire-Rescue Advisory Group - Two meetings have been held to date; some items covered have been determining the structure and appointing Jessica Smith as the Citizen Representative for the group. They intend to appoint the Chair and Vice Chair in the January 2023 meeting.
 - Budget Process Discussion - Ms. Harrison advised for this cycle, the budget subcommittee and the Commission will proceed just as previous years. The advisory group will start with the following cycle. The budget subcommittee will still consist of Ms. Harrison, Mr. Armacost, Mr. Loker and the Director; meeting to be determined.
 - Emergency Operations Plan status - Mr. Whetsell stated that he has completed rewriting the entire plan; VDEM was extremely helpful in the process. He will be meeting with

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.

Mr. Boies to review the document, then it will go to all department Directors and stakeholders. He is hoping to present it to the BOS by January 1st 2023.

- Standard Operating Guidelines - Approximately seven SOGs have been completed and implemented with a few more drafted. Prior to executing, SOGs are reviewed and approved by the Director and all three chiefs.
- AFG Grant status - No notification has been received yet and it has been extended until November 2023. The advisory group has been discussing a regional SCBA request.
- Infectious Disease Control plan - A new plan was developed by Lieutenant Stephanie Gray, DICO officer; it has been reviewed, approved, and implemented. If there are any questions or concerns please contact Lt. Stephanie Gray, Lt. Mark Barenklau, or Director Whetsell.

7. Company Updates

- Enders - Mr. Armacost indicated they held the Bear Chase fundraiser and an open house for Fire Prevention week. The cash party is still on hold until a gambling permit is obtained. They will have the Turkey Trot next Saturday and Pancake Day next Sunday as well as annual Christmas events in December. They also have one person in EMT class.
- Boyce - Mr. Conrad informed the group that Bingo is still being held twice a week and has surprising been doing well even with lower attendance. They had a successful gun bash fundraiser, their brush truck came back to the station tonight on 3 wheels therefore they are accessing options for transferring the bed onto another truck. The power load systems finally arrived and the 2016 ambulance will go to Finley Fire for installation one day next week. They also have two students that just graduated from EMT class. They have also put in for a RSAF grant for a new ambulance.
- Blue Ridge - No one present from the company but Director Whetsell notified the group that their rescue engine that has been out of service, the repairs that are needed will cost at least \$30,000.00. They have also ordered McGrath video laryngoscopes with a backlog of several weeks. These are replacing the previous laryngoscopes in use now.
- Billing - Ms. Harrison asked for billing information updates. Ms. Radford provided the group with end of fiscal year figures and remarked on how the new billing company has been doing.

8. New Business - Nothing new however an update was provided by Mr. Boies and Sheriff Roper on the radio project and the ongoing negotiations. The group also discussed and agreed on the next commission meeting date that will focus only on the budget recommendations and voting.

9. Summary of Required Actions - None

10. Mr. Conrad made a motion to adjourn at 7:10pm. The motion was passed with all in favor.

All meeting documents will be distributed at meeting. Next meeting will be held on Monday, January 9th, 2023.

Minutes Transcribed by Melanie Radford

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CLARKE COUNTY DEPARTMENT of FIRE- RESCUE & EMERGENCY MANGAGEMENT



Fiscal Year 2024 Budget Request

Fire & Rescue Personnel

Clarke County Department of Fire-Rescue and Emergency Management

Director – Wayne Whetsell

Full Time Employee (FTE) – 16

Casual Employees – 22

Billing Coordinator – 1

Administrative Assistant – 1

John H. Enders Volunteer Fire-Rescue Company (JHEVFC)

Chief – JC Blaylock

President – Sam Miller

Operational and Administrative Members

Boyce Volunteer Fire-Rescue Company (BVFC)

Chief – Lee Coffelt

President – Mike Hoff

Operational and Administrative Members

Blue Ridge Volunteer Fire-Rescue Company (BRVFC)




Chief – Jason Burns

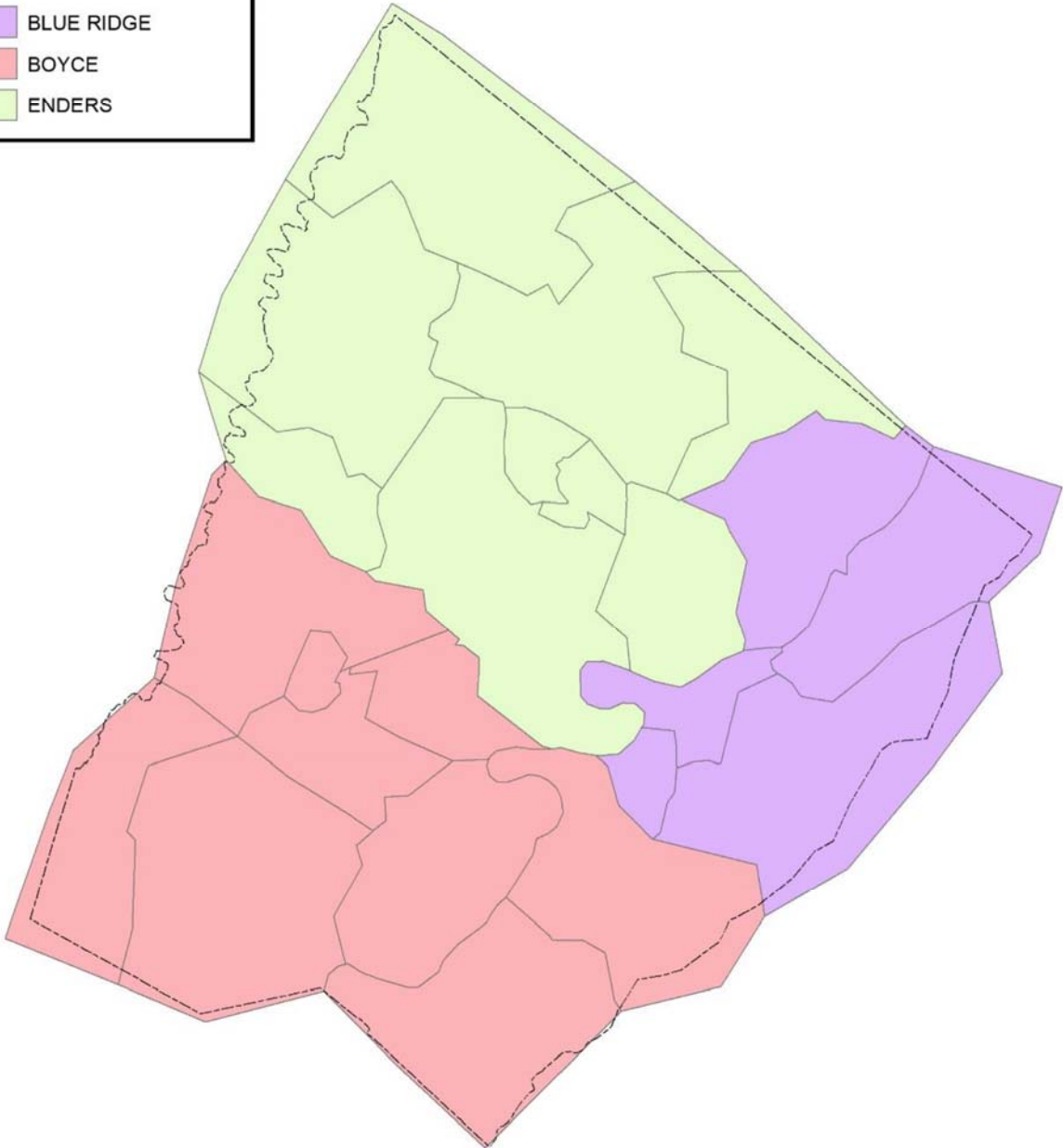
President – Mike Cornett

Operational and Administrative Members

First Due Areas

Legend
First Due Companies
DUE

	BLUE RIDGE
	BOYCE
	ENDERS



MISSION

The Clarke County Department of Fire, EMS and Emergency Management is a combination volunteer and career department providing safe and professional response to fire, medical and environmental emergencies. The Department is dedicated to minimizing the loss of life and property through suppression, rescue, education, and other programs.

VISION

The vision of the Clarke County Department of Fire, EMS and Emergency Management is to be a fully integrated combination volunteer and career fire, EMS and Emergency Management organization in which well-trained, multi-disciplined and highly skilled personnel utilize state-of-the-art equipment, technology and apparatus to provide the highest quality of Fire, EMS and Emergency Management Services.

INTRODUCTION

CCFR currently has three fire and rescue stations. Fire Station 1 (JHEVFC) is staffed full time by County personnel with supplemental services provided by volunteers. Fire Station 8 (BRVFC) is staffed with one to two County personnel 24-hours a day Monday-Thursday. Fire Station 4 (BVFC) is staffed with personnel provided and paid for by BVFC supplemented by volunteers. The County operates from an “all-hazards platform and serves Clarke County and its residents by providing fire suppression, advanced life support, pre-hospital medical care, rescue operations (i.e. searching for and rescuing persons who become trapped in fires, and extrication from vehicle accidents), protecting the environment from the release or spill of hazardous materials, and technical rescue (i.e. swift water rescue, river rescues on the Shenandoah, and trail rescues on the Appalachian Trail) and performing emergency planning.

CCFR actively engages at local, regional, and national levels to meet the challenges of emergency response and prevention. Regionally, CCFR has built collaborative relationships with surrounding localities and organizations necessary for responding to emergency incidents regardless of jurisdictional boundaries and across public safety disciplines.

Department Requests

Clarke County Department of Fire-Rescue and Emergency Management

1) ALS Incentive

Advance Life Support (ALS) incentive is needed if we are to continue to provide ALS 24/7 365 days a year. Personnel are leaving to other jurisdictions due to ALS pay and the incentive in other localities. County Administrator, Chris Boies and I are currently working on grade adjustments.

2) Increase the hazardous duty supplement to 1.85% Working on total amount

Current multiplier is 1.7% which is below the surrounding jurisdictions which are 1.85%. This is a recruitment and retention initiative.

3) Ballistic PPE \$7,500

Active shooting incidents present unusual circumstances requiring collaborative response from law enforcement and fire-rescue to quickly provide immediate treatment to the injured. During these type of incidents, public safety personnel will most likely be placed into situations that they normally don't operate. Law enforcement officers will be providing initial lifesaving care as they are also in a tactical situation in minimizing the risk. Fire and Rescue personnel will be entering areas that have not been completely cleared of potential threats. Public Safety's goal is to protect and provide care to the public in the most effective and rapid way. Ballistic PPE will provide CCFR personnel with the proper PPE to enter the "warm zone" with law enforcement to stop the bleeding and stop the dying.

4) Replacement of Director's Vehicle \$87,000

The current vehicle is a 2017 and has over 60k miles. The director's vehicle is the backup to ALS-1 which leaves the director without a vehicle for responses. CCFR operates under the National Incident Management System (NIMS). Director's vehicle is used as a command post during incidents such as structure fires, hazardous materials incidents, large scale mass casualty incidents (MCI) and other incidents needing command established to track patients and resources, account for personnel involved in the incident, document operational tasks, and incorporate critical benchmarks for maintaining awareness of air supply. The vehicle would be outfitted with radios, lights, and command box for command board, PPE, SCBA, and administrative items to run an incident. Also, the director has no vehicle if it's down for maintenance or major repairs. An additional vehicle would be available for personnel to use to attend conferences, classes, etc. Currently, personnel must coordinate the only spare vehicle that is used by the building department or use their personal vehicle.

Ballistic PPE



Virginia Polytechnic Institute and State University (Blacksburg, VA) – April 16, 2007 (32 killed, 17 wounded)



Sandy Hook Elementary School (Newton, CT) – December 14, 2012 (26 killed, 2 wounded)



Two fire-rescue personnel entering “warm zone” with two law enforcement officers.

Director's Incident Response Vehicle



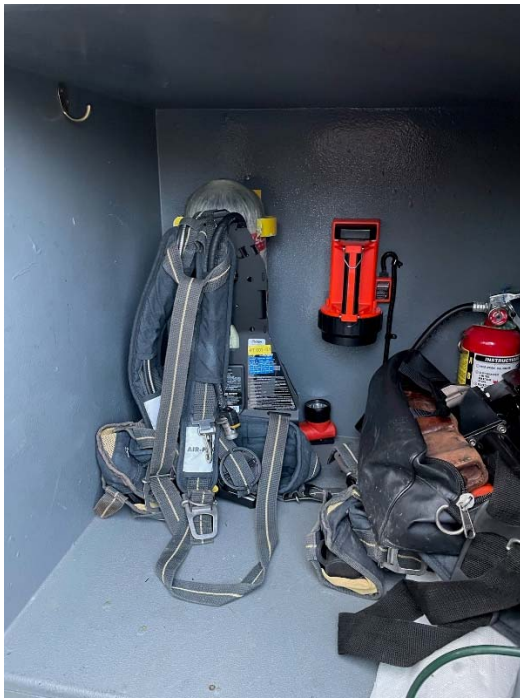
Rear of vehicle for EMS equipment, command boards, administrative items, etc.



Incident command system boards utilized as the ICS is built out during a large scale incident to track personnel, units, and patients.



Storage for basic and advanced life support emergency medical equipment.



Storage for personal protective equipment (PPE).

**FIRE AND RESCUE DEPARTMENTS OF NORTHERN VIRGINIA
RAPID INTERVENTION TEAM OPERATIONS-RIT GROUP SUPERVISOR**

RIT Group Supervisor <i>Fire and Rescue Departments of Northern Virginia</i>	Air Manager	RIT Channel	Command Channel	Operations Channel
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Incident Commander

RIT Group Supervisor — Aide

RIT Level One	RIT II Task Force	RIT III Collapse Task Force
Initial RIT:	BFC:	Rescue:
Engine:	Engine:	Rescue:
Truck/Rescue:	Truck	TR
ALS Unit:	Rescue:	TRS418
Safety:	ALS Unit:	Engine:
	ECAPT:	Engine

Name	Unit	Floor	Quad	Problem

TASK/OBJECTIVE	UNITS ASSIGNED
Locate: • Search • Identify total number of missing or trapped	
Supply Air: • Initial Air Supply • Continuous Air Supply	/
Extricate: • Extrication Group Supervisor • Tool Staging	/
Support Operations: • Ventilation/Lighting • Relief Crews/Air re-supply for operating crews • Rehab	
Patient Removal: • Patient Packaging • Patient removal	
Medical Treatment: • Treatment/Transport	
Accountability: • Maintain Accountability	
Safety: • Supervise • Control	

Fire and Rescue Departments of Northern Virginia

Incident Command System board utilized during a rapid intervention team operation (RIT). RIT is a team of firefighters utilized for lost and/or trapped firefighters.

Operational Expenses

Expenses	FY23 Approved	FY24 Requested	Notes
Full-Time Salaries	\$984,846.57		Entered by JAS
Overtime	\$80,000		Entered by JAS
Part-Time	\$55,000		Entered by JAS
FICA	\$8319.92		Entered by JAS
VRS 1 & 2	\$107,485.03		Entered by JAS
VRS Hybrid	\$6,002.21		Entered by JAS
Health Insurance	\$186,659.81		Entered by JAS
Life Insurance	\$13,212.25		Entered by JAS
Disins Hyb	\$275.34		Entered by JAS
WC	\$30,446		Entered by JAS
Holidays	\$40,000		Entered by JAS
Annual Leave Payout			Entered by JAS
LODA	\$17,600	\$17,600	
Purchased Services 1) EMS Billing 2) OMD Annual Fee 3) Equipment Maintenance Contract (Stryker) 4) Air Cards for Laptops 5) Training (Tuition/Registration fees) 6) DOT/NFPA 1582 Physicals	\$115,100	1) \$28,000 2) \$5,000 3) \$26,000 4) \$6,000 5) \$15,000 6) \$10,000 Total: \$90,000	NFPA 1582 physicals are a requirement and is a key in maintaining the health and wellness of our personnel. This program allows CCFR to be competitive in seeking future grants. NFPA 1582 physicals are a requirement by Blue Ridge Volunteer Fire-Rescue to drive/operate their apparatus. In FY24, personnel will be required to obtain a DOT physical until staff can meet with our medical director and review the full NFPA 1582 requirements. In FY25, CCFR will request funding to complete NFPA 1582 physicals for all full-time staff.
Postage	\$200	\$200	
Telephone	\$1,550	\$1,550	
Travel (Hotel, Airfare, Per-Diem, Mileage)	\$6,000	\$12,000	Increased due to sending personnel to classes/conference. (FDIC, EMS Symposium, VA Interoperability)
Miscellaneous	\$4,500	\$4,500	No category
Materials & Supplies	\$40,000	\$40,000	EMS & Office supplies

Vehicle Fuel	\$22,500	\$35,000	Increased fuel prices. FY22 was over by \$6,700.
Uniforms 1) PPE Fire	1) \$15,000 - Uniforms 2) \$21,000 – Fire PPE Total: \$36,000	1) \$28,000 – Uniforms 2) \$14,000 – Fire PPE Total: \$42,000	\$12,500 added for Class A uniforms, 4 full sets of PPE
Technology-Software	\$15,000	\$33,000	PSTrax, Image Trend, I AM Responding (IAR), EPro, Handtevy, 3 Toughbook G2's to replace current tablets that are aging.
Four for Life	\$18,025		Entered by JAS.
Fire Programs Fund	\$37,995		Entered by JAS.
Warren County	\$25,000	\$25,000	
Accident Insurance Volunteers	\$11,000	\$11,000	
Volunteer Workers Compensation	\$21,000	\$21,000	
Company Vehicle Insurance	\$51,000	\$52,000	
Volunteer Purchase Services	\$10,000		Moved to EMS Purchase Services (Physicals).
1) Volunteer Recruitment & Retention 2) Volunteer Tuition Program	\$15,000	\$5,000	R & R expenses, Tuition for Volunteers, CPR
Materials and Supplies Volunteer	\$2,000	\$500	Reduced to \$500 from \$2,000 due to no minimal expenses in 3-years.
Enders Volunteer Fire-Rescue	\$50,000	\$50,000	Second year of their \$100,00 request for new engine
	Total: \$443,450	Total: 440,350	

Capital Projects

Project 1: Radio System Upgrade – Repeaters

Year Requested: 2023-2024

Description: Phase 4 of an approved capital project which was developed to improve radio capability for the Sheriff's Office and Fire/Rescue. This phase involves installing repeater equipment in fire/rescue vehicles. The initial plan is to purchase two for each company (one for ALS-1, one for director's vehicle, and two for each volunteer fire company) to pilot the program.

Capital Cost: \$105,000

Justification: Once the radio tower project has been completed, we will perform testing on the system. It is expected that repeaters will enhance radio coverage for Fire/Rescue personnel. The Sheriff's vehicles have repeaters currently and it greatly improves their ability to communicate.

Project 2: Radio Replacement

Year Requested: 2023-2024, 204-2025 and 2025-2026

Capital Cost: \$300,000 for three years

Description: Clarke County and the three companies have applied for an Assistance to Firefighters Grant (AFG) to replace the radios in the system. We expect to hear about the results of this grant in fall of 2022. If we do not receive this funding, the plan is to purchase these radios over a three year timeframe using county funds.

Justification: The radios currently in use are over 15 years old and have been discontinued by Motorola. Repair and replacement of these radios has become increasingly difficult and very costly. Radio functionality issues have been increasing over the years. New radios/headsets will improve radio functionality, improve compliance with safety hearing standards, increase interoperability with regional partners, and reduce repair costs.

Project 3: Self-Contained Breathing Apparatus (SCBA)

Year Requested: 2023-2024

Capital Cost: \$610,000

Description: SCBA's provide breathable air to volunteer and career personnel on call where fresh air is not available in the call environment (usually fires). We need 65 units (packs, face pieces, and bottles), 65 secondary bottles, and an additional four rapid intervention team (RIT) packs with bottles.

Project 4: Cardiac Monitors

Year Requested: 2023-2024, 2024-2025 and 2025-2026

Capital Cost: \$50,000 for three years

Description: These devices are a critical component of care for volunteer and career personnel (EMT's) and are used in every day responses. The devices can perform functions as simple as

reading blood pressure to as complex as functions such as defibrillation. There are currently seven of these in the system and this project would replace three devices.

Justification: The industry standard for these units is typically between 10-15 years and some of our units are approaching this age. The manufacturer may also choose to suspend support on these older units at any time (they do provide sufficient notice). We are applying for a Rescue Squad Assistance Fund (RSAF) grant for this equipment but if unsuccessful, would need county funds for this replacement project. The RSAF is typically a 50/50 split for the county and an 80/20 split if the fire company applies.

Project 5: Apparatus Replacement

Year Requested: Each Year

Capital Cost: \$50,000 annually

Description: This is a placeholder to create a fund to assist the fire companies in replacing aging apparatus. A system will need to be developed by the companies and county to assess needs, develop funding formulas, and to forecast the timing of major purchases.

Justification: It is prudent to plan ahead for major apparatus replacement.

Summary

All elements of this budget are focused on meeting the needs of the fire and rescue system. We use the word “system” because we are truly a combination system. One component of the system cannot function without the other if not supported. The three volunteer fire companies are all critical internal customers for Clarke County Fire-Rescue.

On behalf of the Clarke County Fire-Rescue system, I would like to thank the Fire-Rescue Commission for their support.