



Clarke County Fire & EMS Commission

Berryville-Clarke County Government Center, 2nd Floor
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 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.