

Shenandoah County Administrator's Weekly Memorandum



Weekly Message to the Members of the Board of Supervisors for January 6, 2017

Delinquent Tax Bills: Cindy George, Treasurer, announced her office will be mailing all delinquent real estate and personal property bills no later than January 10, 2017.

Board meeting January 10, 2017: I wanted to remind you that James Kelly with Robinson, Farmer & Cox will be presenting the Comprehensive Annual Financial Report for Fiscal Year 2016 at the day board meeting next Tuesday, January 10, 2017.

Follow up from Work Session held January 5, 2017: At the work session held yesterday evening I was asked to provide some additional information related to the Fire and Rescue fiscal year 2017 budget. Below is a table containing the information through December 31, 2016:

Line Item Description	Budget Amount	Year to Date Spent	Balance Remaining
Salaries Regular	2,150,337	1,050,352	1,099,985
Salaries Overtime	204,000	202,560	1,440
Salaries Parttime	35,199	12,373	22,826

Presentation and Handout: The PowerPoint presentation by Chief Williams and the handout provided with additional information concerning the fire academy provided at Thursday's work session are attached.

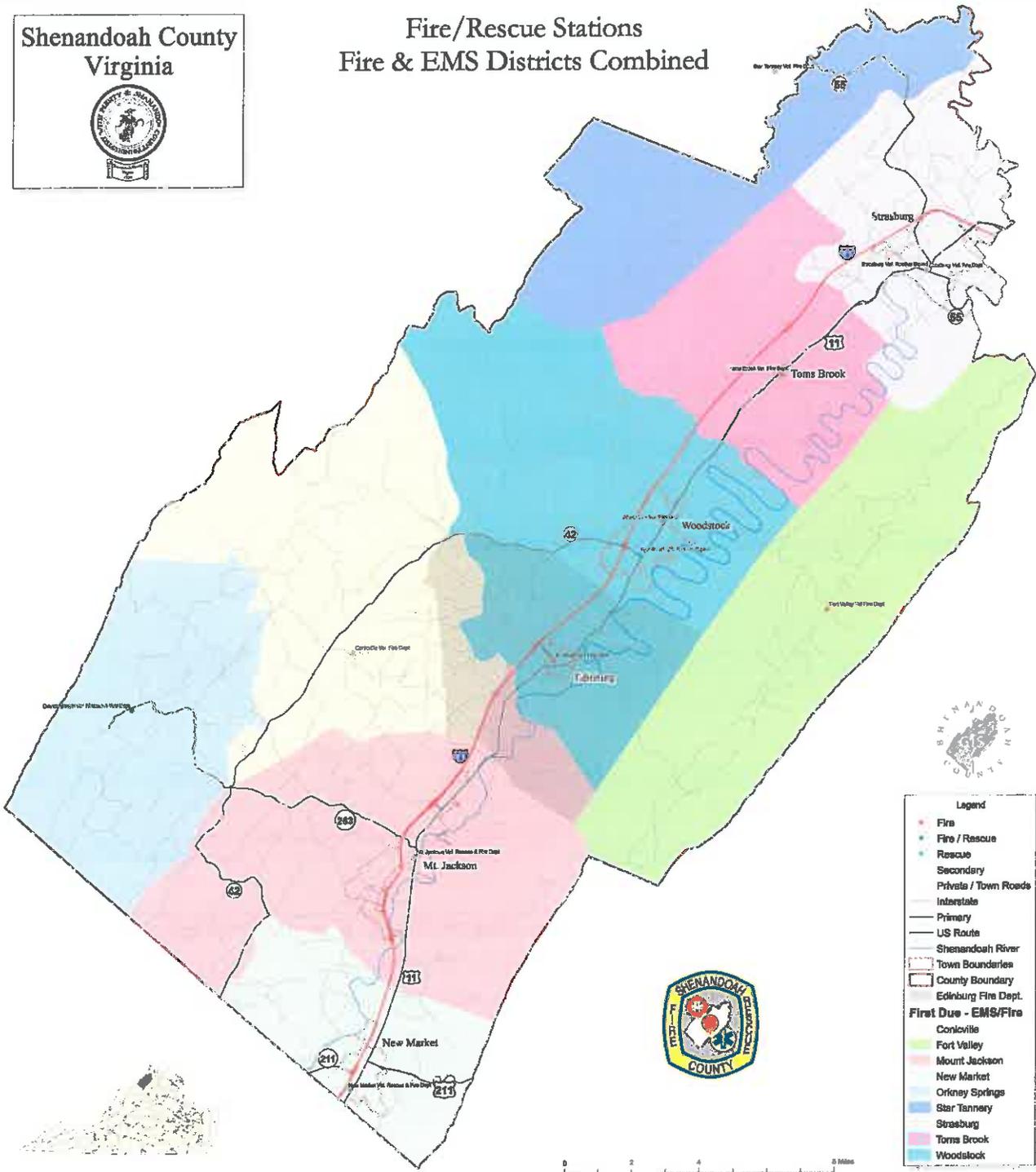
Shenandoah County Board of Supervisors Work Session Thursday, January 5, 2017

- Agenda from December 21, 2016 Fire Rescue Work Session.
 - Review of statistics
 - Determine where resources need to be placed based on
 - Staffing requests
 - Call statistics
 - Available resources – System capability
 - Volunteer
 - Career
 - Evaluate response times (geographical)
 - Adjust resource assignments based on system wide needs
 - Determine what is needed beyond current capability
 - Develop options to enhance service to meet these needs

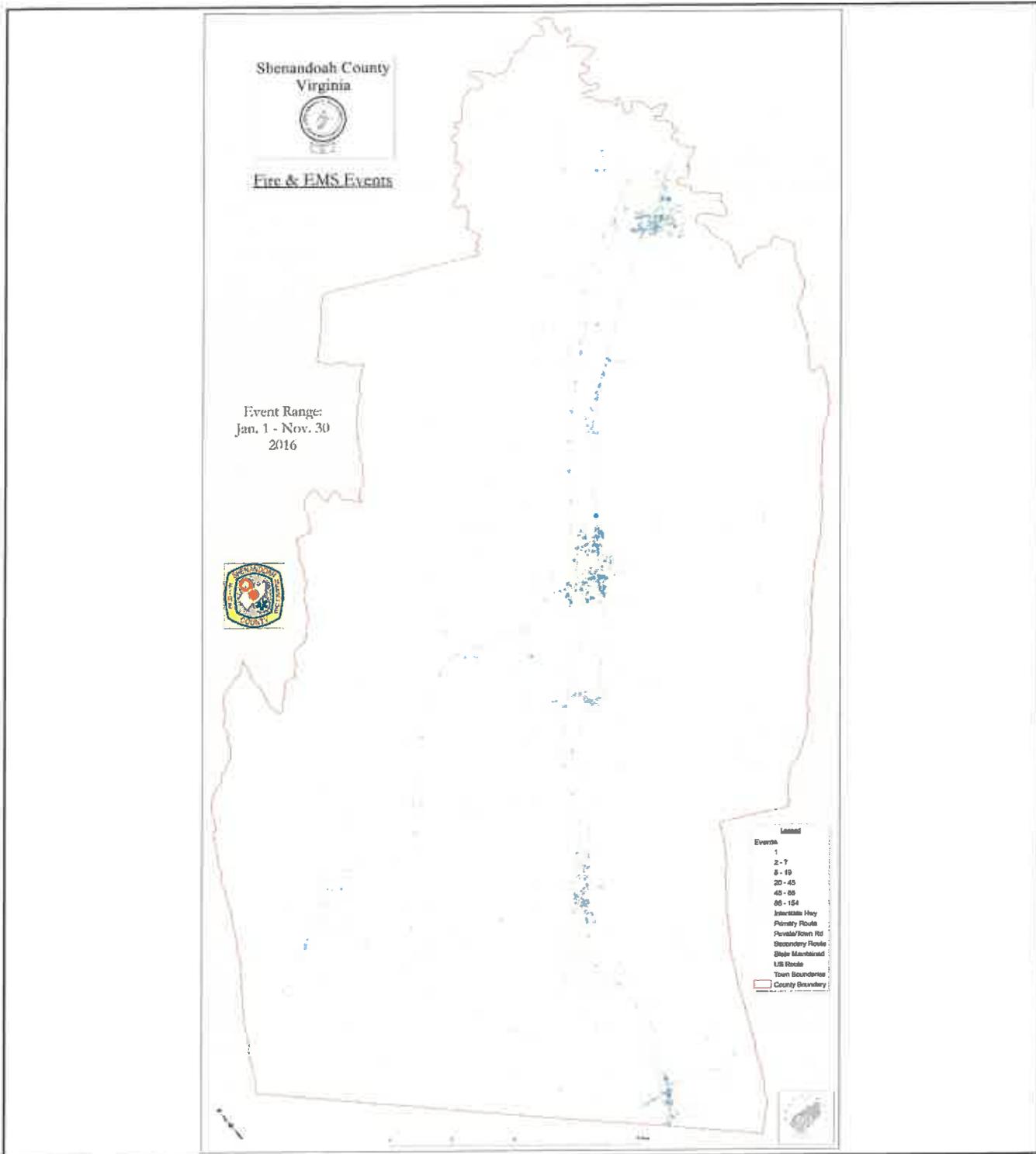
Shenandoah County
Virginia



Fire/Rescue Stations
Fire & EMS Districts Combined



- Legend**
- Fire
 - Fire / Rescue
 - Rescue
 - Secondary
 - Private / Town Roads
 - Interstate
 - Primary
 - US Route
 - Shenandoah River
 - Town Boundaries
 - County Boundary
 - Edinburg Fire Dept.
- First Due - EMS/Fire**
- Conkleville
 - Fort Valley
 - Mount Jackson
 - New Market
 - Orkney Springs
 - Star Tannery
 - Strasburg
 - Toms Brook
 - Woodstock

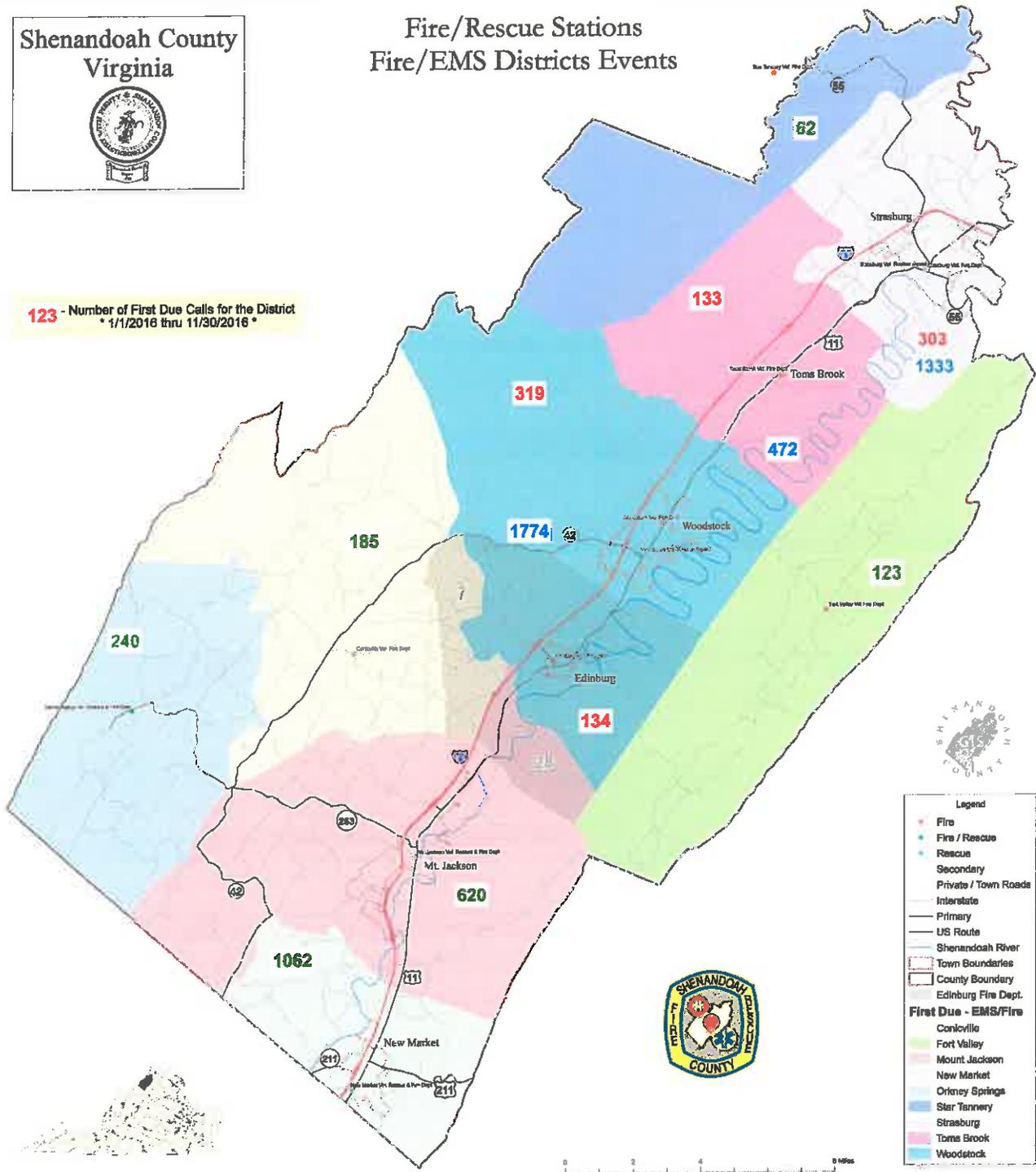


Shenandoah County
Virginia



Fire/Rescue Stations
Fire/EMS Districts Events

123 - Number of First Due Calls for the District
* 1/1/2016 thru 11/30/2016 *



Legend

- Fire
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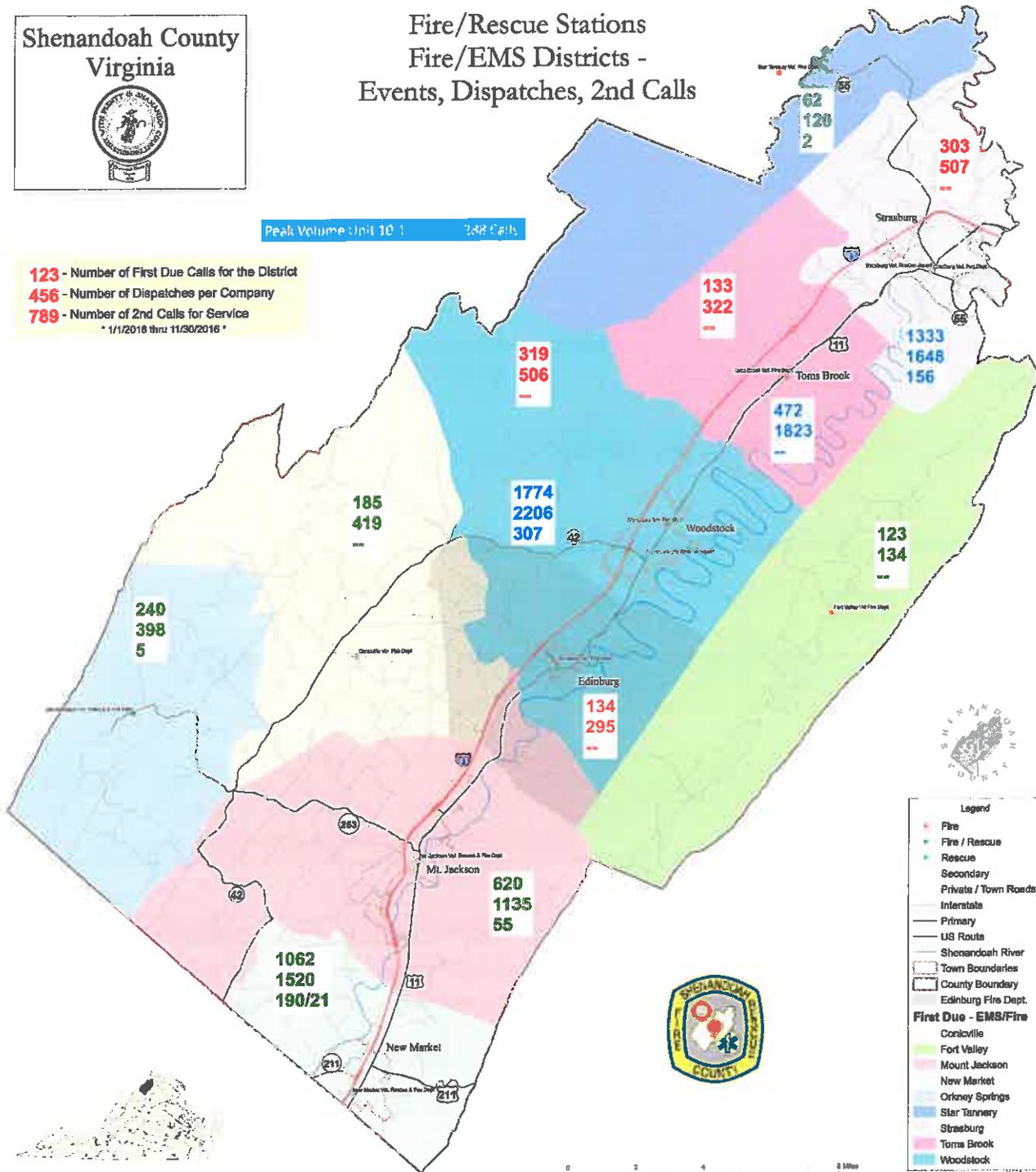
Shenandoah County
Virginia



Fire/Rescue Stations
Fire/EMS Districts -
Events, Dispatches, 2nd Calls

Peak Volume Unit 10 1 388 Calls

123 - Number of First Due Calls for the District
456 - Number of Dispatches per Company
789 - Number of 2nd Calls for Service
* 1/1/2016 thru 11/30/2016 *



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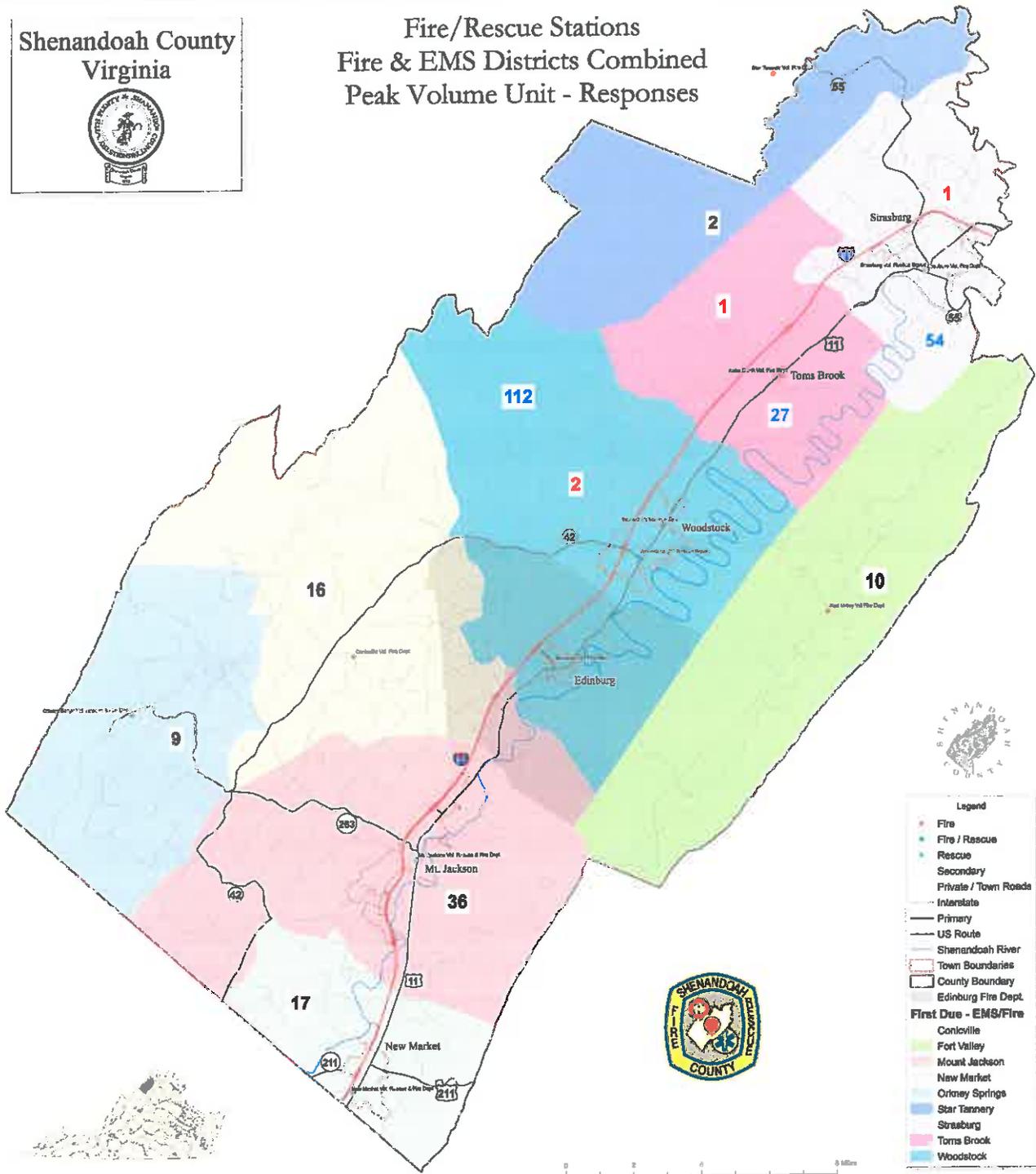


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Shenandoah County
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Fire/Rescue Stations Fire & EMS Districts Combined Peak Volume Unit - Responses

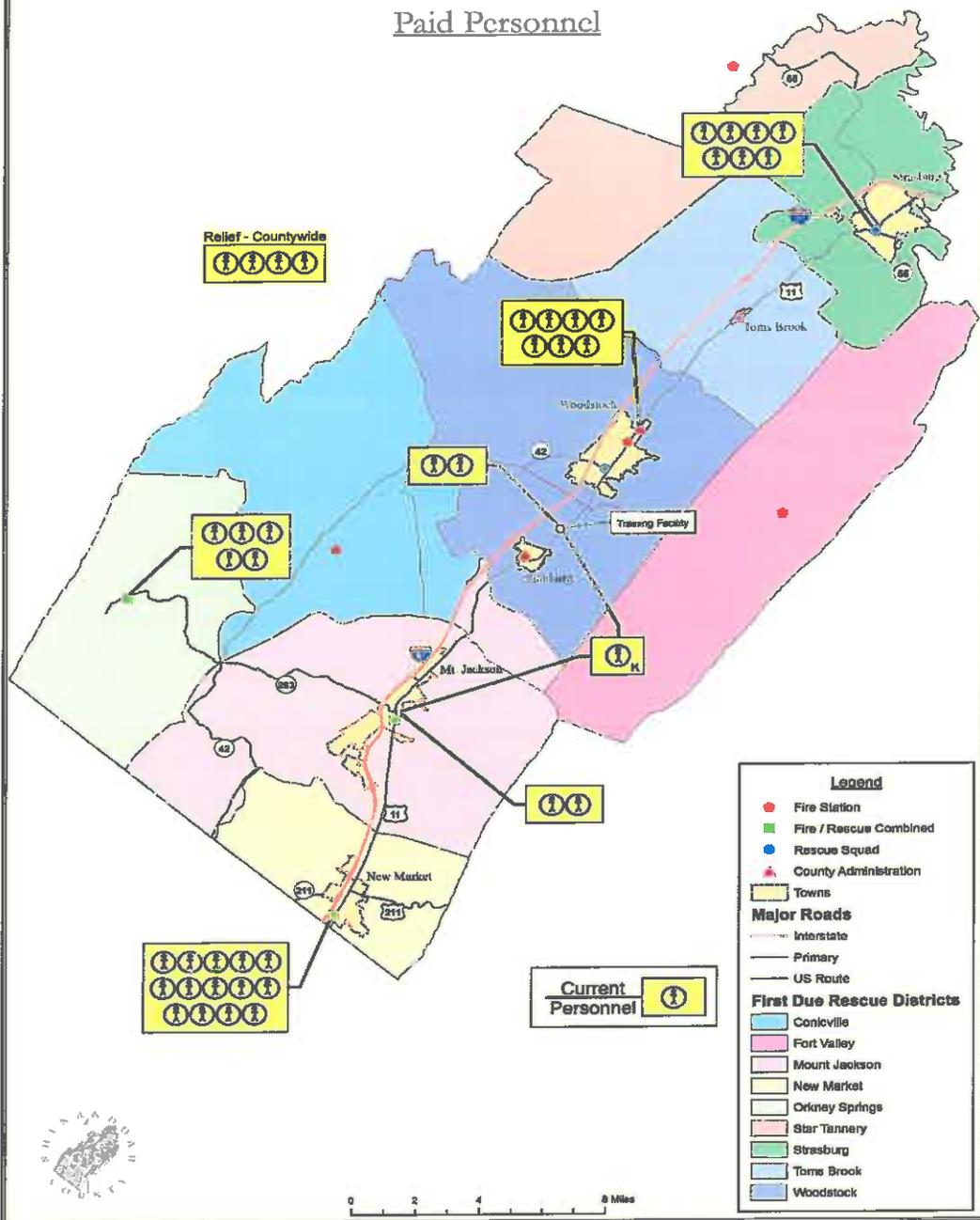


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Shenandoah County

Paid Personnel



Staffing Option A

- Add 9 additional Firefighter/EMTs to be assigned to Conicville and Orkney Springs Fire and Rescue Stations to bring staffing levels up to 24/7 in both stations.
- Additional costs: \$525,000 annually for personnel and 1 mid-level supervisor for Conicville. (\$218,750 for 5 months in FY17 budget)
- Actions
 - Increases career staffing level to 100% in Orkney and Conicville with a 2 provider crew 24/7

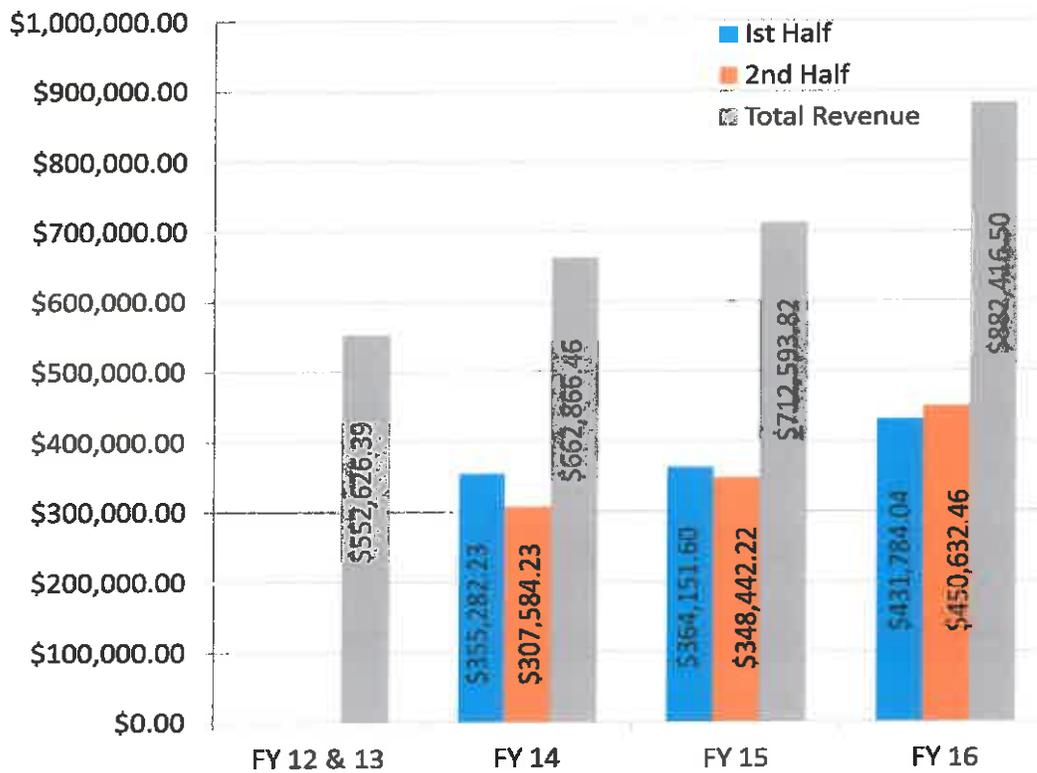
Staffing Option B

- Add 5 additional Firefighter/EMTs to be assigned to Conicville and Orkney Springs Fire and Rescue Stations to bring staffing levels up to 24/7 in Orkney Springs (2) and 10 hour coverage 5 days per week in Conicville (3).
- Costs: \$290,000 annually for personnel (\$120,833 for 5 months in FY17 budget)
- Actions
 - Increases career staffing level to 100% in Orkney
 - Increases career staffing coverage in Conicville to 30%

Staffing Option C

- Add 2 additional Firefighter/EMTs to be assigned to Orkney Springs Fire and Rescue Station to bring staffing levels up to 24/7 in Orkney Springs.
- Reassign staffing from the Peak Volume Unit to cover Conicville 10 hours per day, 5 days per week.
- Volunteer agencies collectively backfill the Peak Volume Unit until July of 2017.
- Add 3 additional Firefighter/EMTs to relieve the volunteer coverage on the Peak Volume Unit in July 2017.
- Costs: \$290,000 annually for personnel (\$48,333 for 5 months in FY17 budget)
- Actions:
 - Increases career staffing level to 100% in Orkney
 - Increases staffing coverage in Conicville to 30%
 - Places an added burden on volunteer resources to staff the Peak Volume Unit thru July

EMS Insurance Revenue Returned to Shenandoah County FY 12 – FY 16



Shenandoah County Fire and Rescue Firefighter I and II Academy

Fact Sheet

- 12 Firefighter I and II programs have been delivered annually since 2005.
- Program has been taught in Academy format (FF I and II taught concurrent) since 2008.
- FF I and II Academy is taught from the first week in January through the last week of June – Mondays and Wednesdays from 7:00 pm – 11:00 pm and every other Saturday from 8:00am – 5:00pm.
- 303 contact hours of Instruction for the FF I and II Academy is as follows:
 - Firefighter Level I: 160 hours
(Includes CPR and First Aid certifications)
 - Firefighter Level II: 57 hours
 - Haz Mat Operations: 48 hours (Must be certified in to obtain FF Level I Certification)
 - Mayday Awareness: 6 hours
 - Liquid Propane Gas Emergencies*: 12 hours
 - Swift Water Awareness*: 4 hours
 - Mayday Firefighter Down – Operations*: 16 hours

* Denotes optional courses offered but not required for Firefighter I or II Certification

- Shenandoah Co. FF I and II Academy Attendance Statistics:

Year	Shenandoah Co. Participants	Out of County Participants	Participants Who Did Not Complete Program
2016	9	4	3
2015	11	2	3
2014	9	8	3
2013	15	1	10
2012	18	3	7
2011	16	2	10
2010	22	2	5

- Registration Fee Policy was imposed in 2014 due to annual attrition rates:
 - \$200.00 per student (includes textbooks, student manual, 1 academy tee-shirt and 1 academy sweatshirt).
 - Refundable to those Shenandoah Co. Participants who complete the academy.

- Shenandoah Co. Firefighter I and II Certification Instructor Cadre:
 Certified at the Fire Instructor I Level with Current Firefighter I and II Train the Trainer
 - 2016 – 22 SCFR Personnel, 9 Volunteer Instructors (2 out of County)
 - 2015 – 18 SCFR Personnel, 10 Volunteer Instructors (1 out of County)
 - 2014 – 24 Career Personnel, 13 Volunteer (2 out of County)
 - 2013 – 25 Career Personnel, 16 Volunteer Instructors (2 out of County)

- Surrounding Localities who offer Firefighter I and II Academies:
 - Frederick County – 1 annually (3-4 Shenandoah Co. participants annually)
 - Warren County – 1 annually (0 Shenandoah Co. participants annually)
 - Rockingham County – 2 annually (1-2 Shenandoah Co. participants annually)
 - Page County – Do not host a local FF I / II training program due to low enrollment numbers.
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- Fulltime Training Staff by Locality:
 - Frederick County – 1 Deputy Chief, 2 Lieutenants
 - Warren County – 2 Captains (One who also serves as Fire Marshal)
 - Rockingham Co. – 1 Battalion Captain, 3 Lieutenants
 - Page Co. – 1 Training Officer
 - Shenandoah Co. – 1 Deputy Chief

- Average overtime expenditure for instructional expenses associated with Shenandoah Co. FF I and II Academy - \$20,000.00

- VDFP requirement for Student to Instructor Ratio is 6:1 for practical exercises.

- FF I students must be at least 18 years of age, or 16 years of age with parental consent.