
PITTSYLVANIA COUNTY FIRE AND RESCUE COMMISSION

Tuesday, February 23, 2021, 6:30 P.M.; Board Meeting Room; 39 Bank Street, Chatham, Virginia 24531

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **ANY ADDITIONS/REVISIONS TO AGENDA**
4. **AGENDA APPROVAL**
5. **MINUTES APPROVAL** (*January*)
6. **PRESENTATIONS** (*if any*)
7. **HEARING OF THE CITIZENS** (*if any*)
8. **FIRE AND RESCUE ASSOCIATION REPORT** (*Fowler*); (*5 minutes*)
9. **COUNTY STAFF REPORT** (*Slemp*)
10. **UNFINISHED BUSINESS**
 - A. **Funding Committee Report/Recommendations** (*Slemp*)
11. **NEW BUSINESS**
 - A. **Training Reimbursement Policy Revision** (*Slemp*)
 - B. **Board of Supervisors' Communications** (*Scarce*)
12. **MATTERS FROM COMMISSIONERS**
13. **CLOSED SESSION**
 - A. **Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.**

Legal Authority: Virginia Code 2.2-3711(A)(8)
Subject Matter: Keeling VFD Probation Status

Purpose: Legal Consultation Advice Regarding Same

14. RETURN TO OPEN SESSION & CLOSED SESSION CERTIFICATION

A. Closed Session Certification

15. ADJOURNMENT



**FIRE AND RESCUE COMMISSION
EXECUTIVE SUMMARY**

Agenda Section/Title:	Minutes Approval
Agenda Title:	Approval January FRC Meeting Minutes
Staff Contact:	Christopher C. Slemph
Agenda Date:	February 23, 2021
Attachment:	1 (FRC January Meeting Minutes)

SUMMARY:

For the FRC's review, attached are the January FRC Meeting Minutes.

RECOMMENDATION:

County Public Safety Staff recommend the FRC approve the January FRC Minutes as presented.

MOTION:

"I make a Motion to approve the January FRC Minutes as presented."

PITTSYLVANIA COUNTY
FIRE AND RESCUE COMMISSION MEETING MINUTES

January 26, 2021; Board Meeting Room; 39 Bank Street, Chatham, Virginia 24531

1.) CALL TO ORDER

Slemp called the Meeting to Order at 6:30 pm.

2.) ROLL CALL

Tucker conducted the following Roll Call:

FRC Member	Present	Absent
Chuck Angier	X	
Tim Duffer	X	
Bryan Fox	X	
Brian Garrett		X
Bobby Lovelace	X	
Ben Meeks	X	
Ron Scarce	X	
Keith Scruggs	X	
Bert Sellers	X	
Kermit King	X	

Association Representative Present: Dean Fowler.

3.) ANY ADDITIONS/REVISIONS TO THE AGENDA

None.

4.) APPROVAL OF THE AGENDA

On Motion by Sellers, second by Duffer, the Agenda approved unanimously by FRC members present.

5.) APPROVAL OF PREVIOUS MEETING MINUTES

On Motion by Sellers, second by Meeks, previous FRC Meeting Minutes approved by FRC Members present.

6.) PRESENTATIONS

None.

7.) HEARING OF THE CITIZENS

Robert ("Bob") W. Warren, Chairman, Pittsylvania County Board of Supervisors, thanked all the FRC Members for all they do. He also stated that he was appearing on the behalf of the Blairs Volunteer Fire and Rescue to support its request for usage of the County's municipal bonds for the purchase of a ladder truck. Warren also stated that Blairs does a really good job of doing research on purchasing equipment.

Mike Neal, Chief of Ringgold Fire and Rescue, thanked King for agreeing to serve on the FRC. He also spoke in support of the County allowing Blairs use the municipal bonds to purchase a ladder truck.

8.) FIRE AND RESCUE ASSOCIATION REPORT

Fowler presented the following apparatus standards for vehicles when using CIP funding developed by the Fire and Rescue Association:

Fire Engine/Pumper

Minimum of 1250-gpm pump
Minimum 1000-water tank
Minimum of a 3-person cab
Meets current NFPA standards for storage and hose capacity.
4000-watt light tower

Fire Tanker/Tender

Minimum of 1000-gpm pump
Minimum of 2000-gallon tank
Quick water discharge
Meets current NFPA standard for water

Brush Truck

Minimum 1-ton chassis
Minimum 250-gpm pump
Minimum 250-gallon tank

On Motion by Scruggs, second by Meeks, the above Standards were unanimously approved by FRC Members present to be recommended to the Pittsylvania County Board of Supervisors for potential adoption.

9.) COUNTY STAFF REPORTS

Slemp presented the following Public Safety Director's Report Staff Report:

- The Pittsylvania County Board of Supervisors reached an Agreement with 640 Rescue Squad on the remaining assets and real estate.
- There is no update on the Cool Branch/Franklin situation.
- The FY22 County Public Safety Budget request includes: another Field Staff Supervisor, a 2.5 % increase in volunteer funding, a \$5000 increase in the volunteer recruitment and retention line; increases pertaining to additional funding for agencies due to increase in call volume.
- He encouraged all volunteers to get the COVID vaccination and he also is researching the Hepatitis vaccine with the Health Department and identifying a related source.

10.) UNFINISHED BUSINESS

None

11.) NEW BUSINESS

A. New FRC Member Welcome/Introduction

Fox welcomed Kermit King, new FRC Member for the Northwest Quadrant. No formal action on this Agenda item.

B. Election of Officers

i. Chairman Election

On Motion by Angier, second by Scarce, Fox unanimously nominated and elected FRC Chairman by FRC Members present.

ii. Vice-Chairman Election

On Motion by Lovelace, second by Angier, Scruggs unanimously nominated and elected FRC Vice-Chairman.

C. Funding Ad Hoc Committee Report

Slemp stated that the Funding Committee has met several times and will have a related recommendation at the next FRC Meeting. No formal action on this Agenda item.

D. Board of Supervisors Communications

Scarce detailed the following Pittsylvania County Board of Supervisors issues and items related to the County's Volunteer Fire and EMS Agencies covered at their last Business Meeting:

1. The Board requested the FRC to adopt a formal CIP and apparatus funding rotation.
2. The Board approved and sent the final radio agreement to Danville Life Saving Crew for the regional radio system upgrade and the use of CARES funding for this Project.
3. The Board reappointed Duffer as the firefighter representative for the Southeast Quadrant, reappointed Chuck Angier as the citizen representative for the Northwest Quadrant, and appointed Kermit King as the firefighter representative for the Northwest Quadrant.
4. The Board gave approval to County Staff to continue with the Hurt EMS Station Project.

No formal action on this Agenda item.

E. CIP Apparatus Rotation and Apparatus Placement Discussion

Slemp stated that it is becoming necessary to review the amount and type of apparatus in the County, as well their placement. Fox appointed an Ad-Hoc Committee of King Duffer, and Meeks to review this issue.

F. Aerial Truck Discussion

Fowler requested that FRC recommend to the Pittsylvania County Board of Supervisors that Blairs be allowed to access the County's Municipal Bonds for purchase of a \$430,000n aerial ladder truck. He covered extensively all the features of said truck. Fowler also, with the County backing

the purchase, it would save Blairs \$17,323 on the purchase. Sellers questioned Fowler as to why he had not asked the County to help with the purchase of the truck. Smitherman explained how the tax-exempt bonds are issued from the County. He also stated that the County would like to be involved in securing this valuable resource for the benefit of all the County citizens. Smitherman also said that since the Apparatus Committee should take a hard look at the placement and purchases of equipment in the County. He also challenged the FRC in the future to make careful and thoughtful decisions when purchasing equipment. Meeks stated that Blairs has done its due diligence on the purchase of the truck and he fully supports the purchase. He also noted the importance of placement and training in the departments and keeping everybody safe.

On Motion by Meeks, second by Scarce, the FRC, with Duffer abstaining, approved recommending to the Pittsylvania County Board of Supervisors that Blairs be allowed to utilize County tax-exempt funds to purchase an aerial ladder truck.

12. MATTERS FROM COMMISSION MEMBERS

- **Meeks:** mentioned Med Bags costs are now being absorbed by the volunteer agency and he has looked at some ways to absorb some of the cost. He said the ESO platform can be used for billing. Meeks also mentioned that perhaps EMS rates need to be reviewed/adjusted as well as fee schedule, due to rising costs of supplies, costs, volume of EMS calls. Finally, he addressed the amount of time it takes to replace drug boxes.
- **Duffer:** Recommends looking at the fee schedule first over any itemizations. He encourages volunteers and first responders to get the COVID-19 vaccine, but due their own research on it.
- **King:** Stated this is a learning experience and he is delighted to be on the FRC.
- **Fox:** Announced on January 12, 2021, the Danville Life Saving Crew lost a friend, mentor, and one of the best educators around and he appreciates all the related Community support.

13. CLOSED SESSION

- A. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.**

Legal Authority:	Virginia Code 2.2-3711(A)(8)
Subject Matter:	Keeling VFD Probation Status
Purpose:	Legal Consultation Advice Regarding Same

On Motion by Scarce, second by Angier, all FRC Members present unanimously voted to enter Closed Session on the above at 8:15 pm.

14. RETURN TO OPEN SESSION AND CLOSED SESSION CERTIFICATION

The FRC returned to Open Session at 8:45 p.m., and Tucker conducted the following Closed Session Certification:

FRC CLOSED SESSION CERTIFICATION

Be it resolved, that at the Meeting of the Pittsylvania County Fire and Rescue Commission (“Commission”) on January 26, 2021, the Commission hereby certifies by a recorded vote that to the best of each Commission Member’s knowledge only public business matters lawfully exempted from the Open Meeting requirements of the Virginia Freedom of Information Act (“Act”) and identified in the Motion authorizing the Closed Meeting were heard, discussed, or considered, in the Closed Meeting. If any Commissioner believes that there was a departure from the requirements of the Act, he shall so state prior the vote indicating the substance of the departure. The statement shall be recorded in the Commission Minutes.

Vote

Angier	Yes
Duffer	Yes
Fox	Yes
King	Yes
Lovelace	Yes
Meeks	Yes
Scarce	Yes
Scruggs	Yes
Sellers	Yes

15.) ADJOURNMENT

Fox adjourned the Meeting at 8:50 pm.



**FIRE AND RESCUE COMMISSION
EXECUTIVE SUMMARY**

Agenda Section:	County Staff Reports
Agenda Title:	Public Safety Director's Report
Staff Contact:	Christopher C. Slemp
Agenda Date:	February 23, 2021
Attachment:	None

SUMMARY:

For the FRC's reference and review, please find the following County Public Safety Director's Report:

(1) Cool Branch/Franklin County Fire and EMS Situation:

No new updates. Negotiations continue.

(2) COVID Vaccinations

County Public Safety Staff is continuing to work with the local Virginia Department of Health with offering COVID vaccinations. Several of County Staff and Volunteers have received or are receiving their second vaccination. We continue to strongly encourage First Responders to get their vaccinations.

(3) Recent Responses to Winter Storms

Starting February 13, 2021, through February 19, 2021, our County has been impacted by winter storms. Severe accumulations of ice have occurred throughout many parts of the county causing mass power outages. On Saturday the 13th our 911 Center saw a 625% increase in 911-calls when compared to the Saturday before that. Most of these calls were fire and rescue related. Our volunteers, 911 staff and field staff have all worked very hard during this time frame. The volunteer fire and rescue stations have all opened their doors to the public on several days acting as warming stations and places where people could charge their phones, take showers, wash clothes, and just visit. On Thursday many of the stations brought in volunteers and staffed equipment for the pending next round of ice. The county greatly appreciates the volunteer and Public Safety staff performing with such a high degree excellence during times of disaster such as this.

RECOMMENDATION:

None. For informational purposes only.

MOTION:

None. For informational purposes only.



**FIRE AND RESCUE COMMISSION
EXECUTIVE SUMMARY**

Agenda Section:	Unfinished Business
Agenda Title:	Funding Committee Report
Staff Contact:	Christopher C. Slemp
Agenda Date:	February 23, 2021
Attachment:	1 (Revised Agency Funding Formula Spreadsheet)

SUMMARY:

Recently, the FRC’s ad hoc Funding Committee (“Committee”), consisting of Sellers, Angier, Lovelace, and Slemp, reviewed how Agencies were being funded by the County. Specifically, the Committee reviewed how Agencies were funded in the past and how their funding was presently derived. The current Agency Funding Formula was developed based on financial data from FY15, FY16, and FY1, and the level of service Agencies were providing at that time. Since that time, some Agencies have reduced their operation, and some have added services.

After several Committee Meetings and much consideration, the Committee is recommending an Agency Funding Formula that would give all Agencies a base amount of funding, and then a possible additional amount of funding based on a range of call volume. The annual call volume is being projected based on call volume since July 1, 2020. Each Agency providing Fire Service would get a base amount of \$23,000, and Agencies providing EMS transport Service would get a base amount of \$25,000. Under this new Agency Funding Formula, some Agencies will have a positive funding impact, and some will have a negative funding impact. Please see attached and below for more related details:

Fire Departments

- Base: \$23,000
- Agencies being dispatched to Over 200 calls: +\$17,000
- Agencies being dispatched to 100-200 calls: +\$12,000
- Agencies being dispatched to 50-100 calls: + \$4,000
- Fire Agencies providing EMS Fire Responder: + \$7,500

EMS Transport Departments

- Base: \$25,000
- Agencies being dispatched to over 900 calls: \$27,500
- Agencies being dispatched 500 – 900 calls: \$23,000

*Agencies that are both Fire Departments and EMS Transport Agencies would receive both amounts.

RECOMMENDATION:

County Public Safety Staff and the Committee recommends the FRC recommend the Pittsylvania County Board of Supervisors adopt the revised Agency Funding Formula as presented.

MOTION:

“I make a Motion to recommend the Pittsylvania County Board of Supervisors adopt the revised Agency Funding Formula as presented.”



**FIRE AND RESCUE COMMISSION
EXECUTIVE SUMMARY**

Agenda Section:	New Business
Agenda Title:	Training Reimbursement Policy Revisions
Staff Contact:	Christopher C. Slemp
Agenda Date:	February 23, 2021
Attachment:	1 (Revised Training Reimbursement Policy)

SUMMARY:

County Public Safety Staff believes it is time to revise the Training Reimbursement Policy. Currently, most EMS classes are paid on a tuition basis. The Volunteer Department will pay the tuition for the member to take the EMS class, and, once the Member completes and passes the related course, the County will reimburse the Volunteer Department. As evinced by the attached, due to the increase in training classes costs, County Public Safety Staff recommends the following revisions to the Training Reimbursement Policy:

- EMT \$900
- EMT Enhanced \$1000
- Paramedic \$2500
- ASLC, PALS & PHTLS \$150
- National Fire Academy Cost of Meal Ticket

RECOMMENDATION:

County Public Safety Staff recommends the FRC recommend the Pittsylvania County Board of Supervisors adopt the attached Training Reimbursement Policy revisions as presented.

MOTION:

“I make a Motion to recommend the Pittsylvania County Board of Supervisors approve the attached Training Reimbursement Policy revisions as presented.”

Fire and Rescue Standard Operating Guidelines

Subject	Training Reimbursement and Instructor Rates
SOG Number	Admin - 01
Effective Date	Revised February 26, 2021
Approved	<i>Christopher Slomp</i>

Purpose:

The purpose of this SOG is to provide general operating guidelines for reimbursement of students and instructors.

Scope:

The standard administrative policy shall be applicable to all personnel operating within Pittsylvania County Public Safety System.

Guideline:

Instructors must complete a W-9 in order to be reimbursed by the county.

Instructors rate of \$25 per hour shall apply to the following classes:

EMT

ACLS, PALS and PHTLS

CPR (\$15 hour)

MCI

Incident Command classes

Firefighter I and II

Hazardous Material Awareness and Operations

EVOC

Mayday

Basic Pumps Operations and Driver Pumper Operator

Aerial Operations

Vehicle Extrication

Management and Leadership classes

Tactical and NFA classes

Mileage for instructors will be reimbursed per IRS rates. Other expenses such as lodging and meals will be reimbursed but must have prior approval.

The student's department shall be reimbursed to a maximum as follows when the cost of the class is not covered by the County:

EMT \$900

EMT Enhanced \$1000

Paramedic \$2500

ASLC, PALS & PHTLS \$150

National Fire Academy (cost of meal ticket)

Students must pass the course, provide proof of certification (if applicable) and be an active member of a Pittsylvania County Fire or EMS agency for reimbursement.



**FIRE AND RESCUE COMMISSION
EXECUTIVE SUMMARY**

Agenda Section/Title:	New Business
Agenda Title:	Board of Supervisors' Communications
Staff Contact:	Supervisor Ronald S. Scearce
Agenda Date:	February 23, 2021
Attachment:	None

SUMMARY:

At the Board of Supervisors' ("Board") February Business Meetings, the Board decided the following issues/items related to the County's Volunteer Fire and EMS Agencies:

- (1) Approved a Resolution allowing Blairs Fire and Rescue the County's tax-exempt financing to assist with funding a used ladder truck; and
- (2) Approved the FRC's apparatus standards.

RECOMMENDATION:

None. For informational purposes only.

MOTION:

None. For informational purposes only.



**FIRE AND RESCUE COMMISSION
EXECUTIVE SUMMARY**

Agenda Section:	Closed Session
Agenda Title:	Closed Session
Staff Contact:	J. Vaden Hunt, Esq
Agenda Date:	February 23, 2021
Attachment:	None

SUMMARY:

The Virginia Code legally allows public bodies to enter Closed Session to consult with its legal counsel about items requiring the provision of legal advice. Accordingly, the following Closed Session is proposed:

Legal Authority: Virginia Code § 2.2-3711 (A)(8)
Subject Matter: Keeling Fire Department Probationary Status
Purpose: Legal Consultation/Advice Regarding the Same

RECOMMENDATION:

FRC Staff recommends the FRC enter Closed Session on the above.

MOTION:

“I make Motion to enter into Closed Session on the above.”



**FIRE AND RESCUE COMMISSION
EXECUTIVE SUMMARY**

Agenda Section:	Closed Session Certification
Agenda Title:	Certification of Closed Session
Staff Contact:	Gwen Tucker
Agenda Date:	February 23, 2021
Attachment:	None

SUMMARY

Gwen Tucker, FRC Clerk, will conduct the following FRC Closed Session Certification:

FRC CLOSED MEETING CERTIFICATION

BE IT RESOLVED, that at the Meeting of the Pittsylvania County Fire and Rescue Commission ("Commission") on February 23, 2021, the Commission hereby certifies by a recorded vote that to the best of each Commissioner's knowledge only public business matters lawfully exempted from the Open Meeting requirements of the Virginia Freedom of Information Act ("Act") and identified in the Motion authorizing the Closed Meeting were heard, discussed, or considered in the Closed Meeting. If any Commissioner believes that there was a departure from the requirements of the Act, he shall so state prior the vote indicating the substance of the departure. The statement shall be recorded in the Commission Minutes.

Vote

Chuck Angier	Yes/No
Tim Duffer	Yes/No
Bryan Fox	Yes/No
Kermit King	Yes/No
Bobby Lovelace	Yes/No
Ben Meeks	Yes/No
Ronald Scearce	Yes/No
Keith Scruggs	Yes/No
Bert Sellers	Yes/No