
PITTSYLVANIA COUNTY FIRE AND RESCUE COMMISSION

Tuesday, June 28, 2022, 6:30 pm; 39 Bank Street, Chatham, Virginia 24531

AGENDA

1. Call to order
2. Roll Call
3. Moment of Silence
4. Pledge of Allegiance
5. Any Additions / Revisions to Agenda
6. Agenda Approval
7. Minutes Approval (*May 2022*)
8. Presentation(s)
9. Hearing of the Citizens (*if any*)
10. Fire and Rescue Association Reports (*D. Fowler*); (*10 minutes*)
11. County Staff Reports (*C. Key*); (*5 minutes*)
12. Unfinished Business
13. New Business
 - A. Board of Supervisors Communications (*V. Ingram*); (*10 minutes*)
 - B. Return to Active Volunteer policy
 - C. Drug Box discussion – schedule 6 drugs
14. Other matters from Commission members
15. Adjournment

PITTSYLVANIA

COUNTY, VIRGINIA

FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Approval of Minutes
Staff Contact(s):	Chris Key
Agenda Date:	June 28, 2022
Attachment(s):	(1; May 24, 2022, Meeting Minutes)

SUMMARY:

For the Commission's consideration, attached please find a copy of the May 2022 Commission Meeting Draft Minutes.

Recommendation:

Commission Staff recommends the Commission approve the May Commission Meeting Minutes as presented.

Motion:

"I make a Motion to approve the May Commission Meeting Minutes as presented."

May 24, 2022
Regular Meeting

Pittsylvania County Fire and Rescue Commission
Regular Meeting
May 24, 2022

VIRGINIA: The Regular Meeting of the Pittsylvania County Fire and Rescue Commission was held on May 24, 2022, in the Board Meeting Room, 39 Bank Street, SE, Chatham, Virginia. Chairman – Callands/Gretna Rep – Ben Meeks, called the meeting to order at 6:30 PM. The following members were present:

Attendee Name	Title	Status
James Hollie	Dan River - Rep	Present
Ben Meeks	Callands/Gretna – Rep	Present
Alan Casper	Banister – Rep	Present
Ward Rowland	Tunstall – Rep	Present
Tim Cassell	Westover – Rep	Present
Bryan Shields	Chatham/Blairs – Rep	Present
Coleman Mayhew	Staunton River	Present
Kermit King	Northwest Quad - Rep	Present
Steve Stallings	Southwest Quad -Rep	Present
John Brown	Northeast Quad - Rep	Present
Bert Sellers	Southeast Quad - Rep	Present
Vic Ingram	Board of Supervisors Rep	Present
Dean Fowler	F&R Association	Present

AGENDA ITEMS TO BE ADDED

Updated agenda with two items to add under new business

F. Contingencies money Discussion

G. Drug Box Changes Discussion following presentation.

Motion:

“I make a motion to amend agenda for two items added.”

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Alan Casper – Banister Rep
SECONDER:	Kermit King – Northwest Quad - Rep
AYES:	Hollie, Meeks, Casper, Rowland, Cassell, Shields, Mayhew, King, Stallings, Brown, Sellers, Ingram
ABSENT:	None

APPROVAL OF AGENDA

1. Motion to Approve Agenda

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bryan Shields – Chatham/Blairs - Rep
SECONDER:	John Brown – Northeast Quad - Rep
AYES:	Hollie, Meeks, Casper, Rowland, Cassell, Shields, Mayhew, King, Stallings, Brown, Sellers, Ingram
ABSENT:	None

MINUTES APPROVAL

1. April FRC Meeting Minutes Approval (Staff Contact: Christopher Key)

Motion:

“I make a motion to approve the attached April FRC minutes as presented.”

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bert Sellers – Southeast Quad - Rep
SECONDER:	James Hollie – Dan River - Rep
AYES:	Hollie, Meeks, Casper, Rowland, Cassell, Shields, Mayhew, King, Stallings, Brown, Sellers, Ingram
ABSENT:	None

PRESENTATIONS

One presentation, skipped and returned to under G. New Business pending arrival of speaker.

HEARING OF THE CITIZENS

None

FIRE AND RESCUE ASSOCIATION REPORT

Chief Fowler, deferred time to a couple of items below.

COUNTY STAFF REPORTS

1. County’s Public Safety Director’s Report (Christopher Key)

Summary:

1. Budget items and Additional Funds Request: All budgetary items that were discussed at the April 2022 FRC meeting have been put on hold till the Board of Supervisors Finance committee can meet in June.

2. Reminder of funding: All County Fire Departments are reminded of the Virginia Department of Fire Programs – Aid to Localities (ATL) funding. Paperwork was sent out and needs to be turned in for reimbursement.
3. Reminder of funding: All County EMS Departments are reminded of the Virginia Four for Life funding. Paperwork was sent out and needs to be turned in for reimbursement.
4. ARPA funding: Received paperwork from Callands F&R, Hurt FD, Laurel Grove FD, Mt Hermon F&R.
5. Drug box discussion: Working on setting up an agreement countywide finish discussion under new business.
6. Congratulations to Fire Marshall Scott Hutcherson for graduating from the Law Enforcement Academy last Friday.

UNFINISHED BUSINESS

None

NEW BUSINESS

- a. Adoption of 2022 FRC Bylaws – Chris Key

Because of the new make-up of the FRC a new set of by-laws must be adopted. A draft set of by-laws was handed out at the March 2022 FRC meeting and additional discussions took place at the April 2022 meeting. One change was made since the March meeting. Section 4.1 – No member of the Commission shall be an employee of Pittsylvania County.

Most of the by-laws being recommended mirror the Board of Supervisors’ by-laws to have consistency.

MOTION:

“I make a motion to accept bylaws as written.”

RESULT:	APPROVED [UNANIMOUS]
MOVER:	James Hollie – Dan River Rep
SECONDER:	Kermit King – Northwest Quad - Rep
AYES:	Hollie, Meeks, Casper, Rowland, Cassell, Shields, Mayhew, King, Stallings, Brown, Sellers, Ingram
ABSENT:	None

b. Board of Supervisors Communications

Vic Ingram expressed gratitude from the Board of Supervisors. Continuing to help fund. Also spoke about the contingencies fund, it is money set aside for things that are not appropriated. They are trying to fund departments as much as reasonably possible.

c. FY23 Fire and Rescue Service Agreement – Chris Slemp

At the April 2022 meeting of the FRC, the FY23 Fire and Rescue Service Agreement was reviewed and discussed. The FRC voted to approve a final draft to send to the Board of Supervisors for adoption. At the May 2022 Board meeting, the document was discussed and sent back to the FRC for consideration of two items.

Board members would like to see the document contain some reference to how volunteers who may have had serious medical condition cleared to return to active status. Staff feels this is better handled by way of an overall policy instead of wording in the service agreement. A policy has been drafted and sent to the Fire and Rescue Association to review. Additionally, the board would like to see B(6)(b) contain a minimum amount of call coverage.

D. Fowler spoke for Fire and Rescue Association, stated they wanted to table the drafted policy on return to active status. Concerns on how to “police” this, some may go out for a medical reason and the Chief of a department may not ever know anything about it. He had spoken with the insurance provider.

Discussion was had about the service agreement and including the policy.

B. Meeks spoke about separating the two topics and creating an Ad hoc committee to look at the medical policy. Benchmark is still 70% to get funding and dropping below 50% funding would be reduced.

MOTION:

“I make a motion to approve the FY23 Fire and Rescue Service agreement as presented with the new benchmarks.”

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kermit King – Northwest Quad – Rep
SECONDER:	Bert Sellers – Southeast Quad Rep
AYES:	Hollie, Meeks, Casper, Rowland, Cassell, Shields, Mayhew, King, Stallings, Brown, Sellers, Ingram
ABSENT:	None

MOTION:

“I make a motion to table the second part and invite County Attorney Hunt to next meeting.

Vic Ingram spoke about the concerns about how you are going to police this policy and we need to take a strong look at this.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Alan Casper – Banister Rep
SECONDER:	Kermit King – Northwest Quad Rep
AYES:	Hollie, Meeks, Casper, Rowland, Cassell, Shields, Mayhew, King, Stallings, Brown, Sellers, Ingram
ABSENT:	None

d. Ad Hoc Committee Report on EMS and Fire Billing

Mike Neal spoke about the EMS billing rates. Spoke to A&B Billing company, they sent a sheet of comparison rates for the state of VA. They carry 62 rescue squads in VA. All this would take effect July 1.

Milage - \$18 a mile

BLS nonemergent - \$600

BLS emergent - \$650

ALS nonemergent \$775

ALS emergent - \$800

ALS II - \$1,000

Pt Refusal – no care rendered - \$100

Pt Refusal – treated - \$400

Service call – no charge

Some insurance companies have set rates. Discussion on bills and soft/compassionate billing was explained.

MOTION:

“I make a motion that we accept the EMS billing rates as presented with the milage increased from \$17 to \$18.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Steve Stallings – Southwest Quad Rep
SECONDER:	Bert Sellers - Southeast Quad Rep
AYES:	Hollie, Meeks, Casper, Rowland, Cassell, Shields, Mayhew, King, Stallings, Brown, Sellers, Ingram
ABSENT:	None

No recommendations at this time on Fire billing. The association has created a committee to bring a report to the commission.

e. Fire and Rescue Memorial Ad Hoc Committee

Ben Meeks spoke on behalf of the committee, possibly have a location for the Memorial. They also have a really good document in reference to how we are going to govern this. They have discussed funding. This is preliminary and will bring an update next month.

f. Contingency money

D. Fowler spoke on additional block funding to make all departments equal across the board at \$26,500. Members present at the Fire and Rescue Association meeting voted unanimously on this. If approved this will go to the finance committee then to the board.

MOTION:

“I make a motion to present this new matrix to the board asking for contingency money.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bert Sellers – Southeast Quad Rep
SECONDER:	John Brown – Northeast Quad Rep
AYES:	Hollie, Meeks, Casper, Rowland, Cassell, Shields, Mayhew, King, Stallings, Brown, Sellers, Ingram
ABSENT:	None

g. Drug Box changes/exchanges

Chris Christenson spoke who works for the Virginia EMS council. The Board of Pharmacy issued a guidance document earlier this year that each locality and or agency had to obtain a controlled substance registration. That can no longer fall under the regional registration. The rescue association decided for the county to submit then each agency add an addendum. One application and application fee. Everyone across the state is out of compliance. Inspections by board of pharmacy was discussed and the requirements. The way that the drug box systems works right now in the state may no longer be in compliance with the DEA regulations when they come out also. There are 550 drug boxes across the state that move between 15 different hospitals. VA is exploring options with the drug boxes at this time, may have to potentially assign drug boxes to specific pharmacies. Currently no changes, just for awareness at this time. What has to be done is the controlled substance registrations across the state, and they are working to get everyone in compliance.

D. Fowler advised that the Fire & Rescue Association discussed this, and a motion was made and approved to go with the county apply and then each agency do an addendum.

C. Key stated there is a lot of research that is going to go on with this and it is not going to be a quick easy fix.

MOTION:

“I make a motion to table this and allow staff to come back with information.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bryan Shields – Chatham/Blairs Rep
SECONDER:	James Hollie - Dan River Rep
AYES:	Hollie, Meeks, Casper, Rowland, Cassell, Shields, Mayhew, King, Stallings, Brown, Sellers
ABSENT:	None

MATTERS FROM COMMISSIONERS

C. Key – Thanked everyone for coming out.

J. Brown – No Matters

B. Sellers – No Matters

J. Hollie – No Matters

D. Fowler – No Matters

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V. Ingram – Spoke about the Fire and Rescue Memorial and the account at American National Bank. He elected not to take stipend and place it into this account.

A. Casper – Thanked Vic for taking these steps.

T. Cassell – No Matters

S. Stallings – No Matters

B. Shields – Thanked the men and women that serve across the county every day.

C. Mayhew – No Matters

K. King – Thanked everyone for coming out and the Ad Hoc Committees.

B. Meeks – Thanked everyone. We are trying our best to make sure everyone is taken care of. Encouraged everyone to be active in the Association, Commission, and Board meetings. Spoke about call signs on ambulances.

ADJOURNMENT

Motion to adjourn by Ben Meeks. Second by Bryan Shields, At 8:05 PM

PITTSYLVANIA

COUNTY, VIRGINIA

FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Director's Report
Staff Contact(s):	Chris Key
Agenda Date:	June 28, 2022
Attachment(s):	

SUMMARY:

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

- (1) **Risk Reduction:** On Wednesday June 22, A rep from VFIS Insurance was here to conduct a risk control survey and we visited the following stations: Brosville F&R, Mt. Herman F&R, Ringgold F&R, Gretna F&R, Riceville Java FD. He will return a report of his findings with recommendations for improvement within the next few weeks.
- (2) **Reminder of funding:** All County Fire Departments are reminded of the Virginia Department of Fire Programs – Aid to Localities (ATL) funding. Paperwork was sent out and needs to be turned in for reimbursement.
- (3) **Reminder of funding:** All County EMS Departments are reminded of the Virginia Four for Life funding.
- (4) **ARPA funding:** All submitted proposals have been approved by Board. Must have invoices turned in for reimbursement

Recommendation:

Informational purposes only.

Motion:

N/A

PITTSYLVANIA

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FIRE AND RESCUE COMMISSION EXECUTIVE SUMMARY

Agenda Title:	Communications from Board of Supervisors
Staff Contact:	Supervisor Vic Ingram
Agenda Date:	June 28, 2022
Attachment:	

FOR INFORMATIONAL PURPOSES ONLY

SUMMARY:

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

1. **APRA Applications:** The Board approved ARPA application and projects for the following departments:

Callands Fire and Rescue	Station HVAC upgrades	\$2124.21
Laurel Grove Fire Dept	Down payment on apparatus	\$26,727.79
Hurt Fire Department	Debt Service on Station	\$43,000
Mt. Hermon Fire and Rescue	Lost Revenue & Station upgrades	\$43,000
Mt. Cross Fire Dept	Fire Equipment & PPE	\$11,065.83

2. **FY23 Fire and Rescue Service Agreement:** The Board reviewed the FY23 Fire and approved the agreement with the understanding a policy regarding returning to active volunteer duty after major medical condition is adopted by the FRC.

3. **EMS Billing Rates:** The Board approved a public hearing at the July 2022 meeting regarding the request for EMS billing rate changes.

4. **Request for additional fire and rescue funding:** The Board heard the following request for funding concerning fire and rescue agencies:

A. Heard a request to move \$24,000 in the current FY22 budget and redistribute it among the volunteer agencies. The Board approved this request and agreed to give single service agencies and additional \$750 and dual service agencies \$1500.

B. Heard a request to add an additional \$24,000 to the FY23 budget to adequately fund the volunteer funding matrix. The Board approved this request.

C. Heard a request to add \$91,000 to the FY23 budget in order to give each volunteer agency an increase in base amounts. This would have to come from the FY23 contingency funds and because of this the request was tabled for now due to many other potential funding issues in FY23.

D. Heard a request to add an additional \$77,500 to the FY23 budget in order to increase the EMS pay per call from \$15 to \$25 a call. This would have to come from the FY23 contingency funds and because of this the request was tabled for now due to many other potential funding issues in FY23.

E. The Board recognized Cascade Fire and Rescue Department for their award from the Western Virginia EMS Council as the Outstanding EMS Agency of 2022.

PITTSYLVANIA

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FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	SOG – Return To Active Volunteer Status-Medical Clearance
Staff Contact(s):	Chris Key
Agenda Date:	June 28, 2022
Attachment(s):	

SUMMARY:

During a discussion and review of the FY23 Fire and Rescue Agreement, the Board of Supervisors requested the Fire and Rescue Commission (FRC) adopt a standard regarding medical clearance for volunteers who had experienced a serious medical condition. At the May FRC a policy was reviewed. After discussion regarding the policy, the item was tabled, and more information was requested. Mark Bowery with Volunteer Fire Insurance Service will be present for the FRC meeting to discuss the need for such a policy and answer questions concerning the policy.

Recommendation:

Staff recommends the FRC adopt the policy as presented.

Motion:

“I make the motion to adopt the standard operating guideline concerning medical clearance after experiencing a serious medical condition as presented”.

Public Safety Standard Operating Guidelines

<i>Subject</i>	Return to Active Status – Medical Clearance
<i>SOG Number</i>	DRAFT DRAFT DRAFT
<i>Effective Date</i>	
<i>Approved by Public Safety Director</i>	

Purpose:

Our Fire and Rescue System is dependent on personnel to carry out our mission. Our dedicated members are both our most valued and most costly asset to protect and support. Replacing and retaining quality members, both volunteer and career, is a daily struggle for most agencies. These same members are in control of other large, expensive, and risky assets of the department and are asked to operate them under extreme conditions. We should be concerned about the health and safety of our members first.

Volunteer Fire and Rescue members function in non-traditional work environments full of dangers that place these providers at increased risk of injury on a daily basis. To illustrate this, the National Fire Protection Association (NFPA) reports the American fire service suffered an estimated 69,400 injuries in 2012 (Karter & Molis, 2013) and the National Association of Emergency Medical Technicians (NAEMT) reports EMS practitioners are seven times more likely than the average worker to miss work as a result of injury (American Council on Exercise, 2012).

Medical or health conditions, whether incurred on the job or on personal time, can prevent a member from functioning at a full-duty level. It is not unusual for the injured member to want to return to duty as soon as they begin feeling better. However, returning prematurely to the unpredictable work environments encountered can lead to an increased risk of further injury or death. It is imperative the member reaches a full level of functionality before returning to full-duty.

Scope:

This guideline shall apply to all those who are participating in the Pittsylvania County Fire and Rescue system as active responders.

Definitions:

A serious health condition is defined as an illness, injury, impairment, or physical or mental condition which requires:

-
- Overnight hospitalization (including prenatal care), including the period of incapacity or subsequent treatment in connection with the overnight care;
 - Or that involves continuing treatment by or under the supervision of a health care provider or a provider of health care services and which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities).

Guideline:

Not all medical conditions require a complete rehabilitation program before a member can return to active status. For example, an uncomplicated case of the flu may require a few days off from active status but does not require the member to undergo rigorous return to duty scrutiny. However, a serious health condition can be one in which the member is unable to perform their duties as a result of a health condition. In such case(s) when known by the Chief of the agency, he/she shall require that the member be medically cleared by a medical doctor prior to being allowed to return to active duty and responding to emergency calls.

PITTSYLVANIA

COUNTY, VIRGINIA

FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Update On Potential New Drug Box Regulations
Staff Contact(s):	Chris Key / Kasey Seay
Agenda Date:	June 28, 2022
Attachment(s):	

SUMMARY:

Currently Virginia's EMS agencies rely on area hospitals, working in conjunction with local EMS Councils, to provide drugs and drug boxes for all highly controlled substances. Locally, the County also keeps lessor-controlled substances in stock and has other controls to track and administer these medications. Virginia is the only state to still use a drug box exchange program. Recently, the Public Safety Department has been made of aware of changes coming from the Board of Pharmacy that will lead to sticker controls of medications. Additionally, the DEA is revising their rules and regulations that could bring serious changes to the drug box exchange program. Chris Key and Kasey Seay will lead a discussion and updates concerning the future of our medication procedures and the possible financial situation this may bring.

Recommendation:

Informational purposes only.

Motion:

N/A