
PITTSYLVANIA COUNTY FIRE AND RESCUE COMMISSION

Tuesday, October 25th, 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 (*August 2022*)
8. Presentation(s) – SOVAH Hospital – Danville – EMS diversions (*10 minutes*)
Danville Life Saving Crew – Community Paramedicine (*10 minutes*)
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 update (*D. Fowler*); (*10 minutes*)
 - C. Change of Bylaws- Commission meetings. (*B. Meeks*); (*10 minutes*)
14. Other matters from Commission members
15. Adjournment

August 23, 2022
Regular Meeting

**Pittsylvania County Fire and Rescue Commission
Regular Meeting
August 23, 2022**

VIRGINIA: The Regular Meeting of the Pittsylvania County Fire and Rescue Commission was held on August 23, 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	Absent
Ward Rowland	Tunstall – Rep	Present
Tim Cassell	Westover – Rep	Present
Bryan Shields	Chatham/Blairs – Rep	Present
Coleman Mayhew	Stauton 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
Mike Neal	F&R Association	Present

AGENDA ITEMS TO BE ADDED

Updated agenda with taking 14 A and moving it to 13 E.

Motion:

“I make a motion to amend agenda for moving closed session (14 A) to 13 E.”

RESULT:	APPROVED [UNANIMOUS]
MOVER:	James Hollie – Dan River - Rep
SECONDER:	Kermit King – Northwest Quad - Rep
AYES:	Hollie, Meeks, Rowland, Cassell, Shields, Mayhew, King, Stallings, Brown, Sellers
ABSENT:	Casper

APPROVAL OF AGENDA

1. Motion to Approve Agenda

RESULT:	APPROVED [UNANIMOUS]
MOVER:	John Brown – Northeast Quad – Rep
SECONDER:	James Hollie – Dan River - Rep
AYES:	Hollie, Meeks, Rowland, Cassell, Shields, Mayhew, King, Stallings, Brown, Sellers
ABSENT:	Casper

MINUTES APPROVAL

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

Motion:

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

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kermit King – Northwest Quad – Rep
SECONDER:	Tim Cassell – Westover – Rep
AYES:	Hollie, Meeks, Rowland, Cassell, Shields, Mayhew, King, Stallings, Brown, Sellers
ABSENT:	Casper

PRESENTATIONS

None

HEARING OF THE CITIZENS

None

FIRE AND RESCUE ASSOCIATION REPORT

Chief Neal, Association has three things to bring tonight. The association has a committee working on the Return to Active Duty Policy. They will have a draft at the September Association meeting, it will be presented for review, given time to discuss it, and will return for the October Association meeting to vote on. Next, in reference to the service agreement that was approved by the Board of Supervisors, the association respectfully requests the agreement to include the amount attached to the contract that we are being funded and that each agency should expect by meeting this agreement. As of now the contracts have not been signed for this year. The final thing is in reference to the diversions and holding of ambulances at the hospitals, can we ask the county attorney to research the law and look for ending this problem. An example

was given from 8:15pm last night, of a call with patient having a breathing problem, transported to Gretna waited an hour and 49 minutes, patient was declining, Medic 1 met them after leaving Gretna and assisted with transported to Lynchburg, VA. Total time of call was around five and half hours.

COUNTY STAFF REPORTS

County's Public Safety Director's Report (Christopher Key)

Summary:

1. **ARPA funding:** Only have 4 departments still working on projects.
2. **Mutual aid agreements:** City of Danville is completed. Halifax Co. Jason Johnson advised, county attorney has it for review. Met with Franklin Co. and Bedford Co. still in discussions. Henry Co. Board of Supervisors had a meeting at 3p today for approval. Paperwork has been submitted to Franklin Co., they have it for discussion and approval. Spoke to Rodney Keatts with Rockingham, NC he didn't think we could do one with them as a county because all of their fire depts are independent contractors. Spoke with Barry Lynch with Caswell, Co. and they request us wait till after the Blue Ridge Rock Festival.
3. **Solar Farm Training:** training was held on Tuesday August 2 at Brosville F & R and Tuesday August 9 at Climax FD. Waiting on a date from Gretna F & R for next class. Strada – solar farm company is very interested in hosting this at Gretna.
4. **Deputy Director:** Interviews were held August 17 & 18. Will be named by end of month
5. **Schedule 6 CSR drug storage** – Paperwork is with Dr. Long for review. They are getting with every agency to make sure everything is in place and ready.

UNFINISHED BUSINESS

1. Ben Meeks spoke about the Fire and Rescue Memorial; they met before the Board meeting last Tuesday. They are trying to find exactly what they want and what it will consist of.

NEW BUSINESS

- a. Board of Supervisors Communications, Vic Ingram spoke about funding. Looking at the ARPA funding, 1 million to F & R agencies, \$43,000 for each department. Vaccine incentives \$81,500, Hazardous duty bonuses \$62,286.35 and CARES 1.4 million. Every department got increases. The \$15 to \$25 billing rate change and looking at the leftover money to cover this instead of the contingency money. There is leftover money to cover this. It does have to be a public hearing on this and encouraged everyone to contact their supervisor for their support on this. The Board is pursuing trying to contact the hospitals on diversion.
- b. Return to Active Volunteer policy update, Mike covered in Association report. Hopes to have it completed and back to vote on next month.

- c. Fire and Rescue Service Agreement, Chief Neal spoke on it earlier. The Association has asked that the funding/matrix be attached to the agreement. A draft was not submitted by the association for the commissions review. It was discussed to add the matrix as an attachment to the agreement. The Association voted for the name of the agency and amount funded be on the agreement prior to signing.

Motion:

“I make a motion to table the service agreement updates.”

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Coleman Mayhew – Stauton River
SECONDER:	Bert Sellers – Southeast Quad – Rep
AYES:	Hollie, Meeks, Rowland, Cassell, Shields, Mayhew, King, Stallings, Brown, Sellers
ABSENT:	Casper

- d. Future projects and outlook for Fire and EMS in the county
Ben Meeks spoke on this, about having a work session with the commission and the county staff about future projects, capital improvement, and budget in the next 5-15 years.
- e. The association has made a motion to have representation along with the commission on the next budget process.
Chief Neal spoke about having one or two representatives from the association and commission and sitting down and going over what is needed.
Director Key spoke and referenced the Code Chapter 11-2. For both groups to come up with priorities.

MATTERS FROM COMMISSIONERS

- C. Key – No matters
- J. Brown – No matters
- B. Sellers – No matters
- J. Hollie – No matters
- M. Neal – No matters
- W. Rowland – No matters

**FIRE AND RESCUE COMMISSION
AUGUST 23, 2022**

T. Cassell – No matters

V. Ingram – Interim County Administrator has resigned, has been a blessing to the county.

S. Stallings – No matters

B. Shields – No matters

C. Mayhew – No matters

K. King – Thanked everyone, money that was leftover goes back into general funding. Diversions are a big problem, seems to be getting worse.

B. Meeks – Will invite DLSC back next month to talk about the Community Paramedicine program. Thanked everyone for their time. Thanked Clarence Monday and the Board of Supervisors. Update to Thomas Page, firefighter with Gretna and Hurt, today he said a few words. Gretna F & R hosting a BBQ fundraiser this Saturday for him and his family.

ADJOURNMENT

Motion to adjourn by Ben Meeks at 7:49 PM, second by James Hollie.

DRAFT

PITTSYLVANIA COUNTY FIRE AND RESCUE COMMISSION

Tuesday, October 25th, 2022, 6:30 pm; 39 Bank Street, Chatham, Virginia 24531

HEARING OF THE CITIZENS

Each person addressing the Board under Hearing of the Citizens shall be a resident or land owner of the County, or the registered agent of such resident or land owner. Each person shall step up, give his/her name and district in an audible tone of voice for the record, and unless further time is granted by the Chairman, shall limit his/her address to three (3) minutes. No person shall be permitted to address the Board more than once during Hearing of the Citizens. All remarks shall be addressed to the Board as a body and not to any individual member thereof. Hearing of the Citizens shall last for a maximum of forty-five (45) minutes. Any individual that is signed up to speak during said section who does not get the opportunity to do so because of the aforementioned time limit, shall be given speaking priority at the next Board meeting. Absent Chairman's approval, no person shall be able to speak who has not signed up.

PITTSYLVANIA

COUNTY, VIRGINIA

FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Director's Report
Staff Contact(s):	Chris Key
Agenda Date:	October 25, 2022
Attachment(s):	

SUMMARY:

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

- (1) **ARPA funding:** Only have 3 departments still working on projects.
- (2) **Mutual aid agreements** – City of Danville & Henry Co completed. Halifax Co – County attorney has it for review. Nothing from Franklin Co, Bedford Co. or Campbell Co.
- (3) **Solar Farm Training** - Waiting on approval for next class. Possibly 11/8/22
- (4) **Deputy Director** – Scott Hutcherson promotion
- (5) **Schedule 6 CSR drug storage** – Paperwork has been submitted waiting for inspection
- (6) **Service Agreements** – All Fire and Rescue agencies signed the agreements. First disbursement has been sent out.

Recommendation:

Informational purposes only.

Motion:

N/A



**FIRE AND RESCUE COMMISSION
EXECUTIVE SUMMARY**

Agenda Title:	Communications from Board of Supervisors
Staff Contact:	Supervisor Vic Ingram
Agenda Date:	October 25, 2022
Attachment:	

FOR INFORMATIONAL PURPOSES ONLY

SUMMARY:

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

1. **Bannister District Board of Supervisors representative** – To be filled
2. **EMS response funding status** - \$77,000
3. **Base increase funding status** - \$97,000



FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Fire and Rescue – Return to Active Volunteer Duty
Staff Contact(s):	Chris Key
Agenda Date:	October 25, 2022
Attachment(s):	(1, SOP draft; 2, evaluation form example)

SUMMARY:

The Fire and Rescue Association President Dean Fowler will update us on the Return to Active Duty for Volunteer policy.

FINANCIAL IMPACT/FUNDING SOURCE

RECOMMENDATION:

MOTION:

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.

Callands Fire & Rescue - ASSESSMENT FOR RETURN TO DUTY

This section is to be completed by volunteer

Name: _____ Date of Birth: _____

Reason for evaluation: (Check as many as appropriate)

Injury (describe: _____) Illness (describe: _____)

Requested by Chief Officer (name of officer who requested: _____)

Requested by Employer Other (describe: _____)

I understand that this assessment will be the limiting factor in my duty assignment until a full release is granted. I will not act beyond these limitations or in ways that I am not certified to respond.

Signature: _____ Date: _____

This section is to be completed by medical professional completing assessment
Definition of roles and typical duties / physical requirements are available upon request.

I recommend a full release for return to duty without restriction.

I recommend a partial release for return to duty as indicated below (check all allowed duties).

I do not recommend a release for return to duty.

Level of Release	FIRE	EMS
Administrative <i>(minimal physical activity, lifting typically <25 lbs)</i>	<input type="checkbox"/> Reporting <input type="checkbox"/> Incident Command <input type="checkbox"/> Instructional, training or office duties	<input type="checkbox"/> Reporting <input type="checkbox"/> Ride Along (no patient care) <input type="checkbox"/> Instructional, training or office duties
Support <i>(moderate physical activity, lifting typically <50 lbs)</i>	<input type="checkbox"/> Station duties / maintenance <input type="checkbox"/> Driver / Operator without restriction <input type="checkbox"/> Driver / Operator with restriction: _____ <input type="checkbox"/> Traffic or weather incident response <input type="checkbox"/> Wildland Firefighter without restriction <input type="checkbox"/> Wildland Firefighter with restriction: _____ <input type="checkbox"/> Post extinguishment structure fire support (overhaul, cleanup, truck duties) <input type="checkbox"/> Other restriction: _____	<input type="checkbox"/> Station duties / maintenance <input type="checkbox"/> Driver / Operator without restriction <input type="checkbox"/> Driver / Operator with restriction: _____ <input type="checkbox"/> EMS assist (may not be AIC) <input type="checkbox"/> Public assist with restriction: _____ <input type="checkbox"/> Other restriction: _____
Full Active <i>(strenuous physical activity, no limit on lifting or other restrictions unless noted)</i>	<input type="checkbox"/> Exterior firefighter with restriction: _____ <input type="checkbox"/> Interior firefighter with restriction: _____ <input type="checkbox"/> Other restriction: _____	<input type="checkbox"/> AIC / Lead Provider <input type="checkbox"/> Lifting assistance with restriction: _____ <input type="checkbox"/> Other restriction: _____

Name: _____ Title: _____

Medical Facility: _____ Contact Number: _____

Signature: _____ Date: _____



FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Fire and Rescue Commission Change of Bylaws
Staff Contact(s):	Chris Key
Agenda Date:	October 25, 2022
Attachment(s):	(3, Bylaws)

SUMMARY:

Discussion for possible change of day for holding Fire & Rescue Commission meetings. Due to time between Board of Supervisors meetings and Fire & Rescue Association meetings, more time is needed to compile the agenda items and get them reviewed for the agenda packets.

Refer to Article VI. Meetings 6.1

Refer to Article VIII. Agendas 8.1.

FINANCIAL IMPACT/FUNDING SOURCE

None

RECOMMENDATION:

MOTION:

BY-LAWS AND RULES OF PROCEDURE OF THE PITTSYLVANIA COUNTY FIRE AND RESCUE COMMISSION

ARTICLE I. NAME; OFFICES; RECORDS

1.1. **Name.** The name of this organization shall be the Fire and Rescue Commission of the County of Pittsylvania, Virginia (the "Commission").

1.2. **Office.** The principal office (the "Office") of the Commission shall be located at 1 Center Street, Chatham, Virginia 24531. The Office's mailing address shall be P.O. Box 426, Chatham, Virginia 24531.

1.3. **Records.** Except as otherwise required specified, or as the business of the Commission may require, all of the books and records of the Commission shall be kept at the Office. Said Commission documents shall be open and available for public inspection at all times during normal business hours, and copies of the same shall be produced to any Virginia citizen pursuant to the Virginia Freedom of Information Act.

ARTICLE II. PURPOSE

2.1. The Commission's purpose is to provide recommendations regarding the County's Fire and EMS system; oversee strategic planning efforts; and provide a mechanism for collaboration and coordination among the Public Safety Department, volunteer fire companies and rescue squads, and the Board of Supervisors on issues impacting fire and emergency medical services. The Commission shall work with the Public Safety Director, or his designee, on these issues, and the Public Safety Department shall provide Staff support to the Commission. The Commission shall submit such recommendations and reports to the Board of Supervisors as needed. The Commission shall assist with the development of the Fire and Rescue Services Annual Budget and Capital Improvement Projects. The Commission shall serve as a partner with the Department of Public Safety. Together, they should serve as a centralized unit responsible to the Board of Supervisors for all Fire and EMS issues throughout the County.

ARTICLE III. VISION AND MISSION STATEMENTS

3.1. **Vision Statement.** The Pittsylvania County Fire and Rescue Commission envisions an emergency services system that provides a high degree of excellence using volunteers and staff who demonstrate a great degree of professionalism and sincere care to the citizens of Pittsylvania County.

3.2. **Mission Statement.** It is the mission of the Pittsylvania County Fire and Rescue Commission to continually improve and seek excellence in fire and rescue services through a "one service, one team" approach encompassing the Board of Supervisors, the Commission, County Staff and the County's volunteer fire and rescue agencies that meet the needs of the County's citizens while remaining cost efficient.

ARTICLE IV. MEMBERS; TERMS

4.1. The Commission shall be composed of thirteen (13) Members and appointed as follows: (i) Each Board of Supervisors Member shall appoint one (1) Commission Member, who has significant Fire and/or EMS experience, from his/her County Election District. (ii) The Fire and Rescue Agencies in each of the below quadrants of the County shall also recommend to the Board of Supervisors the following citizen Members to be appointed to the Commission that have significant business experience: One (1) Member located West of Highway 29 and North of Highway 57; One (1) Member located East of Highway 29 and North of Highway 57; One (1) citizen Member from east of Highway 29, South of R and L Smith Road to its intersection with Franklin Turnpike, East of Franklin Turnpike, and East of the City of Danville, and South of Highway 57; and One (1) citizen Member from West of Highway 29, North of R and L Smith Road, West of Franklin Turnpike and West of the City of Danville and South of Highway 57. The Chairman of the Board of Supervisors, during the Board of Supervisors' annual Organizational Meeting, shall appoint one (1) Board of Supervisors Member to the Commission. Said Member shall not be a voting member of the Commission. (iv) The President and/or Chairman of the County's Fire and Rescue Association ("FRA") shall also serve on the Commission but shall only vote in case of a tie vote on the Commission. No member of the Commission shall be an employee of Pittsylvania County.

4.2. Terms. Initially, terms shall be determined by a drawing of lots at the Commission's first Organizational Meeting, the eleven (11) appointed members (not to include the Fire and Rescue Association representative and the Board of Supervisors representative) shall be appointed for initial terms as follows: 5, 1-year terms, 4, 2-year terms, and 3, 4-year terms, and, thereafter, each member shall serve for four (4) year terms.

ARTICLE V. OFFICERS; REORGANIZATIONAL MEETING; DUTIES

5.1. Officers/Reorganizational Meeting. At the Regular Commission Meeting in January of each year (the "Reorganizational Meeting"), or at any other time as determined by a majority of the Commission, there shall be elected a Chairman and Vice-Chairman to serve for a period of one (1) year expiring on December 31st, or until replaced by Board Membership. Nominations require a second and a vote. A majority vote of the Members present is required for a candidate to be elected.

5.2. Duties. It shall be the Chairman's duty to preside at all Commission Meetings, and to maintain the orderly conduct thereof. In the event of the absence of the Chairman, the Vice-Chairman shall preside over Meetings. The Chairman and Vice-Chairman shall continue to be a voting member of the Commission. The Chairman may, from time-to-time, appoint committees for a specific purpose with a limited duration.

ARTICLE VI. MEETINGS

6.1. Meetings. The Commission shall regularly meet, at a minimum, on the fourth (4th) Tuesday of each odd numbered month. The Meeting location shall be determined either at the Commission's Reorganizational Meeting or in the Notice of each Meeting. The Commission shall

also be authorized to set dates for other Meetings pursuant to the consent of the majority of the Commission.

6.2. Notice of Meetings. Three (3) days' written Notice of all Regular or Special Meetings of the Commission stating the time and place and in the case of a Special Meeting, the purpose thereof, shall be given by mailing the same to each Commissioner at his residence or business address or by electronic mail, if requested by the Commissioner. If mailed, such Notice shall be deemed to be delivered when deposited in the United States Mail so addressed with postage prepaid. Notwithstanding the foregoing, no Notice need be given to hold a legally constituted Special Meeting, if all the Commissioners are present or sign a Waiver of Notice.

6.3. Waiver of Notice. Whenever any Notice is required to be given to any Commissioner of any Meeting under these By-Laws, a Waiver thereof in writing signed by all of the Commissioners, whether before or after the time stated therein, shall be equivalent to the giving of such Notice. The attendance of a Commissioner at a Meeting shall constitute a Waiver of Notice of such, Meeting, except where a Commissioner attends a Meeting for the express purpose of objecting to the transaction of any business, because the Meeting was not lawfully called or convened.

6.4. Attendance: Commission Members may miss no more than three (3) regularly scheduled Commission Meetings in a calendar year. If a Commission Member does miss more than three (3) regularly scheduled Commission Meetings in a calendar year, the Commission shall forward said information to the Board for potential removal by the Board of said Commission Member.

6.5 Remote Participation in Board Meeting: As authorized by § 2.2-3708.2, Code of Virginia, 1950, as amended, the Commission shall allow the participation of Commission Members in a Meeting through electronic communication means from a remote location that is not open to the public subject to complying with all parts of the following written policy:

1. On or before the day of a Meeting, the Commission Member shall notify the Commission Chairman that the Commission Member is unable to attend the Meeting due a personal matter, and the Commission Member shall identify with specificity the nature of the personal matter, or the Commission Member shall notify the Commission Chairman that the Commission Member is unable to attend a Meeting due to a temporary or permanent disability or other medical condition that prevents the Commission Member's physical attendance. The Commission shall record the specific nature of the personal matter or fact of temporary or permanent disability, and the remote location from which the absent Commission Member participated in its minutes.

2. If the absent Commission Member's remote participation is disapproved, because such participation would violate the strict and uniform application of this written policy, such disapproval shall be recorded in the Commission's Minutes.

3. Such participation by the absent Commission Member shall be limited in each calendar year to two (2) Meetings.

4. A quorum of the Commission shall be physically assembled at the primary or central meeting location.

5. The Commission shall arrange for the voice of the absent Commission Member to be heard by all persons in attendance at the primary or central Meeting location

6.6. Hearing of the Citizens. All Hearing of the Citizens shall be conducted as follows: Each person shall step up, give his/her name and district in an audible tone of voice for the record, and unless further time is granted by the Chairman, shall limit his/her address to three (3) minutes. No person shall be permitted to address the Commission more than once during Hearing of the Citizens. All remarks shall be addressed to the Commission as a body and not to any individual Commissioner thereof. Hearing of the Citizens shall last for a maximum of forty-five (45) minutes. Any individual that is signed up to speak during said Section who does not get the opportunity to do so because of the aforementioned time limit, shall be given speaking priority at the next Commission Meeting.

6.7. Presentations. Unless additional time is granted by the Chairman, all presentations to the Commission shall be limited to a maximum of ten (10) minutes.

6.8. Quorum and Method of Voting. At any Commission Meeting, a majority of the Commissioners present shall constitute a quorum (meaning at least seven (7) Commissioners). All formal Motions submitted to the Commission for decision shall be determined by a *viva voce* vote or approved electronic voting method of at least seven (7) Commissioners, regardless of the number of Commissioners present at Meeting. The name of each Commissioner voting and how he/she voted must be recorded. Each Commission Member present when a Motion is put to vote shall vote "yes" or "no." No Commission Member shall be excused from voting, except on matters involving the consideration of his/her own official conduct, where his/her own financial interests are involved, or where he/she may have a conflict of interest, pursuant to the Virginia State and Local Government Conflict of Interests Act.

6.9. Closed Meetings. Closed Meetings of Commission shall be allowed by, and conducted in accordance with, the Virginia Freedom of Information Act.

6.10. Matters from Commissioners. The Matters from Commissioners Agenda Section shall be used for individual Commissioners to share information with other Commissioners and/or the public. No official action may take place during this Agenda Section.

6.11. Fire and Rescue Association Report. The Fire and Rescue Association Report shall be in written form and included in the Commission's Agenda Packet.

ARTICLE VII. PARLIAMENTARY PROCEDURE

7.1. All such Meetings shall be open to the public and shall be conducted in an orderly fashion with the most recent edition of *Robert's Rules of Order* being used for parliamentary procedure purposes.

ARTICLE VIII. AGENDAS

8.1. Agendas shall be prepared by the Director of Public Safety, or his designee, and used at all Commission Meetings. All items requested to be placed on the Agenda shall be submitted in writing to the Director of Public Safety, or his designee, at least ten (10) working days before the Meeting; however, Commission Members may make oral requests within said ten (10) working day period. Any items received after that time shall appear on the next Regular Commission Meeting's Agenda, unless a majority of the Board present vote to place such items on the current Agenda.

ARTICLE IX. MEETING ORDER

9.1. The following shall be the Meeting Order of all Commission Regular Meetings:

Call to Order

Moment of Silence

Pledge of Allegiance

Roll Call

Revisions/Additions to Agenda

Approval of Agenda

Presentations

Hearing of the Citizens

Fire and Rescue Association Report

County Staff Reports

Unfinished Business

New Business

Matters from Commissioners

Adjournment

ARTICLE X. AMENDMENTS

10.1. These By-Laws may be amended, added to, altered, or repealed, in whole or in part, by Commission Members at any Commission Meeting, provided that Notice of the proposed amendment, addition, alteration, or repeal is given in the Notice of the Call of such Meeting, and such Notice is provided to all Commission Members in writing not less than one (1) week prior to the holding of such Meeting.

Adopted this day May 24, 2022.