
PITTSYLVANIA COUNTY FIRE AND RESCUE COMMISSION

Thursday, January 12th, 2023, 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. **Chairman Nomination and Election**
 - a. Nomination and Chairman Election
 - b. Turn meeting over to New Chairman
8. **Vice Chairman Nomination and Election**
 - a. Nomination and Vice-Chairman Election
9. **Minutes Approval (December 2022)**
10. **Presentation(s) – Ryan Logan - Board of Pharmacy – CSR# for schedule 6 drugs (15 minutes)**
Brian Bradley – CNO, John Kent - COO – SOVAH Hospital (15 Minutes)
11. **Hearing of the Citizens**
12. **Fire and Rescue Association Reports (D. Fowler); (10 minutes)**
13. **County Staff Reports (C. Key); (5 minutes)**
14. **Unfinished Business**

15. New Business

- A. **Board of Supervisors Communications (V. Ingram); (10 minutes)**
- B. **Budget discussions (A. Casper); (10 minutes)**
- C. **Fire and Rescue Memorial update (B. Meeks); (10 minutes)**
- D. **Discussion of Radio Replacement (C Key); (10 minutes)**
- E. **Insurance policy for Fire & Rescue (B. Meeks); (10 minutes)**
- F. **Cascade Fire & Rescue CIP request (M. Hunt); (10 minutes)**

14. Other matters from Commission members

15. Adjournment

December 8, 2022
Regular Meeting

**Pittsylvania County Fire and Rescue Commission
Regular Meeting
December 8, 2022**

VIRGINIA: The Regular Meeting of the Pittsylvania County Fire and Rescue Commission was held on December 8, 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	Absent
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	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
Dean Fowler	F&R Association	Present

AGENDA ITEMS TO BE ADDED

Updated agenda adding 13 D – Discussion on DEA Schedule 6 drug licenses.

Motion:

“I make a motion to add this item to the agenda.”

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

APPROVAL OF AGENDA

1. Motion to Approve Agenda

RESULT:	APPROVED [UNANIMOUS]
MOVER:	John Brown – Northeast Quad – Rep
SECONDER:	Bryan Shields – Chatham/Blairs – Rep
AYES:	Meeks, Casper, Rowland, Cassell, Shields, Mayhew, King, Stallings, Brown, Sellers
ABSENT:	Hollie

MINUTES APPROVAL

1. October FRC Meeting Minutes Approval (Staff Contact: Scott Hutcherson)

Motion:

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

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

PRESENTATIONS

None

HEARING OF THE CITIZENS

None

FIRE AND RESCUE ASSOCIATION REPORT

Chief Fowler, yield time to budget topic.

COUNTY STAFF REPORTS

County's Public Safety Director's Report (Scott Hutcherson)

Summary:

1. **ARPA funding:** Only have 2 departments still working on projects.
2. **Mutual aid agreements:** No change.
3. **Schedule 6 CSR drug storage** – Paperwork submitted November 7, 2022, waiting for inspection date to be set. They are a month behind on inspections. Update today and will discuss.
4. **Mutual Aid Fire responses** – Started tracking them after last meeting. Start reporting them in newsletter monthly
5. **Four for Life and ATL funding** – Is available for agencies. Turn in receipts for reimbursement.
6. **Radio PMs** – have been completed
7. **Community Paramedic Program** – Is up and running in the county. Making progress daily.

UNFINISHED BUSINESS

1. Kermit King asked about counting mutual aid responses. Scott Hutcherson spoke about this and as long a truck is marked enroute it is getting counted for a response.

NEW BUSINESS

- a. Board of Supervisors Communications, Vic Ingram spoke about the funding being approved. He also introduced Robert Tucker, Jr the Bannister District Board of Supervisors representative.
- b. Budget discussion – Chief Dean Fowler spoke about the budget process and in the past, they have had a chance to voice their concerns and what they need. The Fire and Rescue Association has asked for representation in this process for the upcoming year.

There is a meeting at the Public Safety office scheduled for Wednesday December 14, 2022, at 3pm. B. Meeks had discussion on who was going to attend or to change the meeting and make it a public meeting. Alan Casper and Kermit King was willing to go and represent the commission and report back to the commission.

D. Fowler spoke about the fact that most agencies are going to run out of fuel money for this year's budget. Fuel prices have gone up 55% since 2020 and 20% inflation. Fire and Rescue is requesting a 20% increase of total budget. And the Fire Departments are requesting the same funding as EMS per call.

V. Ingram reassured that now is this time to be having these discussions and its not to late. Now is the time to show collectively what is needed.

**FIRE AND RESCUE COMMISSION
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Fuel costs were discussed in length on how to budget, to try to come up with ideas, and to get some facts together. Why the money is needed and present it. We need to have a plan moving forward. The meeting will be a work session. It was also requested for a report on the fuel budget for this year and what has been used.

- c. Fire and Rescue Memorial update – Ben Meeks spoke about the project. Now they are in the design phase. Where is being talked about now, using the old Armory building in Chatham. The executive team had some questions, utilities, and maintaining it. Met last month, received an email back from Chris Slempe. The committee has requested once complete the county take ownership. They are still in the process of creating who they are going to memorialize, and making sure high standards are in place.

Motion:

“I make a motion to ask the Board of Supervisors to take ownership of and maintain memorial once completed.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ben Meeks – Callands/Gretna Rep
SECONDER:	Bert Sellers – Southeast Quad – Rep
AYES:	Meeks, Casper, Rowland, Cassell, Shields, Mayhew, King, Stallings, Brown, Sellers
ABSENT:	Hollie

- d. Drug License – Ben Meeks spoke about the Schedule 6 drug (IV fluids) license from the DEA the county applied for, for all the agencies except Gretna. Kasey was notified today that the county can not do this due to the fact Public Safety would have to house and distribute all the drugs. Board of Pharmacy has said no, and we will have to figure out another plan. Most agencies in the State of Virginia are out of compliance.

Kasey Seay spoke about the new Western Virginia EMS regulation. The board of pharmacy advised that they are behind due to the pandemic. Inspections are coming up in March and currently we are out of compliance. There are policies and procedures that must be submitted and checks every year. They are holding Public Safety’s License until they look into it more.

C. Mayhew spoke about having the county house the drugs and talked about motion for the county to proceed with single license. Concerned about delaying this and having agencies non-compliant.

Meeks spoke about having WVAEMS come to talk about how other localities are handling this and getting input from the County Attorney as well.

Questions were called for.

**FIRE AND RESCUE COMMISSION
DECEMBER 8, 2022**

Motion:

“I make a motion for the County to proceed with a single license.”

RESULT:	DEFEATED
MOVER:	Coleman Mayhew – Stauton River
SECONDER:	Tim Cassell – Westover - Rep
AYES:	Shields, Mayhew
NAYS:	Meeks, Casper, Rowland, Cassell, King, Stallings, Brown, Sellers
ABSENT:	Hollie

Motion:

“I make a motion for staff to talk to Doug Layton and the State to see the direction they believe we need to take and ask staff request them to attend the next Association and Commission meetings so they we can make an informed decision next month on how to proceed with these licenses.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ben Meeks – Callands/Gretna Rep
SECONDER:	Alan Casper – Banister – Rep
AYES:	Meeks, Casper, Rowland, Cassell, Shields, Mayhew, King, Stallings, Brown, Sellers
ABSENT:	Hollie

MATTERS FROM COMMISSIONERS

S. Hutcherson – No matters

J. Brown – No matters

A. Casper – Everyone have a good Christmas and look forward to the first of the year.

B. Sellers – No matters

D. Fowler – Thanked the volunteers for what they do. It’s tough.

W. Rowland – Thanked volunteers.

T. Cassell – Merry Christmas and be safe.

V. Ingram – Heartfelt thank you. Jeff Chitwood went the extra mile for the Blairs Fireman that was injured. Merry Christmas.

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S. Stallings – No matters

B. Shields – Welcomed newest board member. Thanked volunteers and staff. Merry Christmas

C. Mayhew – Merry Christmas and thanked all the volunteers. Appreciates time on commission.

K. King – Welcomed Mr. Tucker. Thanked everyone and the commissioners for joining. Merry Christmas.

B. Meeks – Merry Christmas. Thanked commission for allowing him to serve as Chairman. In January we will have a reorganization meeting and elect a Chair and Vice Chair. Luke Fowler was hurt on fire call and is expected to make a full recovery. Thank you to the volunteers and staff. Thanked Mr. Tucker.

ADJOURNMENT

Motion to adjourn by Ben Meeks at 8:12 PM.

DRAFT

PITTSYLVANIA COUNTY FIRE AND RESCUE COMMISSION

Thursday, January 12th, 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.



FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Director's Report
Staff Contact(s):	Chris Key
Agenda Date:	January 12, 2023
Attachment(s):	

SUMMARY:

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

- (1) **ARPA funding:** All invoices turned in. Still have over \$11,000 left.
- (2) **Mutual aid agreements** – No change.
- (3) **Mutual Aid Fire responses** – Started tracking them week of October 20, 2022
- (4) **Four for Life funding and ATL funding** – Is available for agencies. Turn in receipts for reimbursement.
- (5) **EMS Inspection**– Inspection starts up in March. Don't wait to get everything prepared.

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:	January 12, 2023
Attachment:	

FOR INFORMATIONAL PURPOSES ONLY

SUMMARY:

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



FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Public Safety - Fire & Rescue Budget
Staff Contact(s):	Alan Casper
Agenda Date:	January 12, 2023
Attachment(s):	FY21-FY23 budget packet

SUMMARY:

Alan Casper will lead discussion on the Fire & Rescue FY24 budget requests

FINANCIAL IMPACT/FUNDING SOURCE

Add to 20% base funding – from \$26,500 bringing it to \$31,800 for fire & rescue -adding 169,600 to budget

Add Fire response of \$15.00/ call/ primary territory – adding \$60,000 to budget request

Add to CIP funding for apparatus - \$25,000 bringing it to \$225,000/fire apparatus – added \$50,000 to budget request

Add to CIP funding for ambulances - \$25,000 bringing it to \$150,000/ambulance – added \$25,000 to budget request

RECOMMENDATION:

MOTION:

PITTSYLVANIA COUNTY
PITTSYLVANIA COUNTY HISTORICAL DATA
Report dates 07/01/2022 - thru - 06/30/2023

ACCOUNT NUMBER	DESCRIPTION	Budget	Budget	Budget
		Original 07/01/2020 06/30/2021	Original 07/01/2021 06/30/2022	Original 07/01/2022 06/30/2023
100-4-032200-101100	COMPENSATION-BOARD MEMBERS	16,200.00	16,200.00	23,400.00
100-4-032200-110000	SALARIES & WAGES-REGULAR	262,584.00	1,058,911.00	1,234,387.00
100-4-032200-120000	SALARIES AND WAGES - OVERTIME	15,000.00	42,000.00	85,000.00
100-4-032200-130000	SALARIES & WAGES-PART-TIME	21,000.00	118,200.00	80,000.00
100-4-032200-210000	FICA	24,081.00	96,108.00	108,844.00
100-4-032200-221000	VRS RETIREMENT	25,707.00	127,705.00	168,865.00
100-4-032200-230000	BCBS-CO. SHARE	30,006.00	162,312.00	162,465.00
100-4-032200-230100	DENTAL	564.00	3,168.00	3,024.00
100-4-032200-240000	VRS LIFE INSURANCE	3,440.00	14,190.00	16,541.00
100-4-032200-260000	UNEMPLOYMENT INSURANCE	240.00	1,470.00	1,469.00
100-4-032200-270000	WORKER'S COMP	14,173.00	74,356.00	72,000.00
100-4-032200-331000	DRY HYDRANT MAINTENANCE	2,500.00	2,500.00	2,500.00
100-4-032200-331100	STATION SUPPLIES AND MAINTENA	0.00	0.00	7,000.00
100-4-032200-332000	SVC CONTRACTS-EQUIPMENT	19,000.00	30,000.00	35,000.00
100-4-032200-350000	PRINTING	150.00	150.00	150.00
100-4-032200-360000	ADVERTISING	0.00	0.00	0.00
100-4-032200-511000	ELECTRICITY	1,000.00	2,000.00	6,000.00
100-4-032200-511100	FIRE TRAINING CTR UTILITIES/M	12,000.00	12,000.00	12,000.00
100-4-032200-512000	HEATING FUELS	0.00	0.00	0.00
100-4-032200-521000	POSTAGE	100.00	100.00	100.00
100-4-032200-523000	TELEPHONE	8,000.00	12,000.00	12,000.00
100-4-032200-530200	FIRE INSURANCE	0.00	0.00	1,000.00
100-4-032200-530500	VEHICLE INSURANCE	377,200.00	310,000.00	310,000.00
100-4-032200-530600	LINE OF DUTY INSURANCE/VOLSAP	90,000.00	90,000.00	90,000.00
100-4-032200-542000	RENTAL-BUILDINGS	0.00	14,400.00	14,400.00
100-4-032200-550000	TRAVEL	3,000.00	3,000.00	4,000.00
100-4-032200-554000	TRAINING & SAFETY	65,000.00	45,000.00	60,000.00
100-4-032200-566100	VOLUNTEER CONTRIBUTIONS	1,082,000.00	1,097,500.00	1,097,500.00
100-4-032200-566110	VOLUNTEER RECRUITMENT/RETENTI	5,000.00	5,000.00	5,000.00
100-4-032200-566300	BLOCK PAYMENTS	63,000.00	90,500.00	90,000.00
100-4-032200-566400	EMS SUPPLEMENT	110,000.00	127,500.00	127,500.00
100-4-032200-566500	EMS-OMD	6,000.00	6,000.00	6,000.00
100-4-032200-567000	NATURAL DIS/EMERGENCY RESPON	0.00	7,000.00	0.00
100-4-032200-581000	DUES AND MEMBERSHIPS	500.00	500.00	650.00
100-4-032200-584100	SOFTWARE SUPPORT EXPENSE	0.00	0.00	30,000.00
100-4-032200-585100	EMERGENCY SPILL REIMBURSEMENT	700.00	700.00	700.00
100-4-032200-600100	OFFICE SUPPLIES	2,200.00	3,500.00	6,000.00
100-4-032200-600300	FIRE PORTABLE EQUIPMENT	3,000.00	3,000.00	3,000.00
100-4-032200-600310	FURNITURE & FIXTURES	0.00	2,500.00	2,500.00
100-4-032200-600400	COMMUNICATION EQUIPMENT	35,000.00	35,000.00	35,000.00
100-4-032200-600800	FUELS-VEHICLE	10,500.00	32,000.00	48,000.00
100-4-032200-600900	VEHICLE-SUPPLIES	2,500.00	3,000.00	21,000.00
100-4-032200-601100	UNIFORMS	3,000.00	15,000.00	16,000.00

PITTSYLVANIA COUNTY
 PITTSYLVANIA COUNTY HISTORICAL DATA
 Report dates 07/01/2022 - thru - 06/30/2023

ACCOUNT NUMBER	DESCRIPTION	Budget	Budget	Budget
		Original 07/01/2020 06/30/2021	Original 07/01/2021 06/30/2022	Original 07/01/2022 06/30/2023
100-4-032200-601200	BOOKS & SUBSCRIPTIONS	1,000.00	1,000.00	1,000.00
100-4-032200-602100	COMPUTER SUPPLIES	1,500.00	3,000.00	4,000.00
100-4-032200-602300	FIRE INVESTIGATIVE SUPPLIES	3,000.00	3,000.00	3,000.00
100-4-032200-603000	SVC COSTS-PARTS	300.00	2,000.00	0.00
100-4-032200-603100	SVC COSTS-LABOR	400.00	12,000.00	0.00
100-4-032200-605200	MEDICAL EQUIPMENT SUPPLIES	10,000.00	35,000.00	40,000.00
100-4-032200-606500	MUSIC/EVENT FESTIVAL EXPENSE	0.00	0.00	0.00
100-4-032200-810300	COMMUNICATIONS EQUIPMENT	0.00	0.00	0.00
100-4-032200-810610	PERSONAL PROTECTIVE EQUIPMENT	0.00	0.00	0.00
100-4-032200-813000	EMS BACKUP TRANSPORT	850,800.00	0.00	0.00
100-4-032200-813200	SPECIAL OPERATIONS TEAM	15,000.00	0.00	0.00
TOTAL PUBLIC SAFETY		3,196,345.00	3,720,470.00	4,046,995.00
TOTAL GENERAL FUND		3,196,345.00	3,720,470.00	4,046,995.00
310-4-094135-560500	VOLUNTEER FIRE & RESCUE GRANT	0.00	0.00	0.00
310-4-094135-810200	MEDICAL EQUIPMENT	10,000.00	10,000.00	10,000.00
310-4-094135-810210	SCBA PACKS AND ACCESSORIES	0.00	0.00	0.00
310-4-094135-810211	SCBA CYLINDER REPLACEMENT	15,000.00	10,000.00	0.00
310-4-094135-810212	PERSONAL PROTECTIVE EQUIPMENT	13,000.00	9,000.00	6,000.00
310-4-094135-810215	FIRE & RESCUE CAPITAL RESERVE	0.00	0.00	0.00
310-4-094135-810220	TRAINING CENTER EQUIPMENT	0.00	10,000.00	0.00
310-4-094135-810510	FIRE ENGINE-VOLUNTEER	280,000.00	160,000.00	300,000.00
310-4-094135-810511	AMBULANCE-VOLUNTEER	180,000.00	0.00	125,000.00
310-4-094135-810512	CAREER STAFF APPARATUS	0.00	0.00	105,000.00
310-4-094135-813200	SPECIAL OPS CAPITAL EQUIPMENT	0.00	25,000.00	0.00
310-4-094135-910000	TRANSFER TO OTHER FUNDS	0.00	0.00	0.00
TOTAL FIRE & RESCUE - CAPITAL OUTLAY		498,000.00	224,000.00	546,000.00
TOTAL CAPITAL OUTLAY		498,000.00	224,000.00	546,000.00

PITTSYLVANIA COUNTY
PITTSYLVANIA COUNTY HISTORICAL DATA
Report dates 07/01/2022 - thru - 06/30/2023

ACCOUNT NUMBER	DESCRIPTION	Budget	Budget	Budget
		Original	Original	Original
		07/01/2020	07/01/2021	07/01/2022
		06/30/2021	06/30/2022	06/30/2023
		*****	*****	*****
	TOTAL EXPENSES	3,694,345.00	3,944,470.00	4,592,995.00



FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Fire and Rescue Memorial
Staff Contact(s):	Ben Meeks
Agenda Date:	January 12, 2023
Attachment(s):	

SUMMARY:

Ben Meeks will give an update on the status of the Fire and Rescue Memorial.

FINANCIAL IMPACT/FUNDING SOURCE

N/A

RECOMMENDATION:

Information purposes only

MOTION:

N/A



FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Portable Radio Replacement Plan
Staff Contact(s):	Chris Key
Agenda Date:	January 12, 2023
Attachment(s):	

SUMMARY:

Chris Key will lead discussions of the upcoming Portable Radio Replacement Plan

FINANCIAL IMPACT/FUNDING SOURCE

CIP request in FY24 budget to replace 100 portable radios/per year at a cost of \$1,300.00 each for a total cost of \$130,000.00 / year

RECOMMENDATION:

MOTION:



**FIRE AND RESCUE COMMISSION
EXECUTIVE SUMMARY**

Action Item

Agenda Title:	Fire & Rescue Insurance Policy
Staff Contact(s):	Ben Meeks
Agenda Date:	January 12, 2023
Attachment(s):	

SUMMARY:

Ben Meeks will lead discussions of the Fire & Rescue Insurance Policy

FINANCIAL IMPACT/FUNDING SOURCE

RECOMMENDATION:

MOTION:



FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Cascade Fire & Rescue CIP request
Staff Contact(s):	Matt Hunt
Agenda Date:	January 12, 2023
Attachment(s):	Ambulance CIP worksheet

SUMMARY:

Assistant Chief Matt Hunt will present a CIP request for funding for an ambulance replacement

FINANCIAL IMPACT/FUNDING SOURCE

CIP funding request of \$125,000 (possibly \$150,000)

RECOMMENDATION:

MOTION:

Ambulances shall be recommended for funding based on a formula that considers the last time the agency received County capital funds for an ambulance, the age of the ambulance being replaced, the amount of engine hours on the ambulance, call volume, and bonus points for remounting an ambulance to a new chassis.

Departments				
vehicle being replaced				
(Any vehicle being replaced by CIP funding must be at least 7 yrs old)				
mileage				
Agency last CIP award of Ambulance				
	120,000			
	200,000			
				points
Last FY year funded				
1 point for every year past		1 point	3	0
1 point for age of vehicle				
(current yr - vehilce yr) 1999		1 point	23	0
Engine hours				
1 point for every 100 hours				
hours: 2000				
#hour / 100		1 point	20	0
(1 hour of run time is average for 60 miles)				
3 points for ever 100 calls (answered by transport vehicles in previous FY)				
number of calls for agency:				
#calls/100		3 points	3	0
5 bonus points for remounting				
yes/no		5 points	0	
total points *			49	0

* Need minimum of 40 points to be eligible for CIP fund

CASCADE UFD For 2023 Ambulance
CIP FUNDING