
PITTSYLVANIA COUNTY FIRE AND RESCUE COMMISSION

Thursday, February 9th, 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. Minutes Approval (*January 2023*)
8. Presentation(s)
9. Hearing of the Citizens
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. Budget discussion (*C. Key*); (*10 minutes*)
 - C. Fire and Rescue Memorial update (*B. Meeks*); (*10 minutes*)
 - D. Discussion of Radio Replacement (*C Key*); (*10 minutes*)
 - E. Controlled Substance Registration (*C Key*); (*10 minutes*)
 - F. Insurance Committee Report (*K. King*); (*10 minutes*)
 - G. ARPA Funding (*D. Fowler*); (*10 minutes*)
 - H. Bylaws discussion (*B. Meeks*); (*10 minutes*)
14. Other matters from Commission members
15. Adjournment

January 12, 2023
Regular Meeting

**Pittsylvania County Fire and Rescue Commission
Regular Meeting
January 12, 2023**

VIRGINIA: The Regular Meeting of the Pittsylvania County Fire and Rescue Commission was held on January 12, 2023, in the Board Meeting Room, 39 Bank Street, SE, Chatham, Virginia. Director Christopher Key, 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	Stauton River	Absent
Kermit King	Northwest Quad - Rep	Present
Steve Stallings	Southwest Quad -Rep	Absent
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

None

APPROVAL OF AGENDA

1. Motion to Approve Agenda

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

CHAIRMAN NOMINATION AND ELECTION

- a. Election of Chairman
James Hollie nominated Ben Meeks for Chairman

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

Meeting was turned over to the Chairman Ben Meeks.

VICE CHAIRMAN NOMINATION AND ELECTION

- a. Election of Vice Chairman
James Hollie nominated Kermit King

RESULT: APPROVED [UNANIMOUS]
MOVER: James Hollie – Dan River – Rep.
SECONDER: Alan Casper – Banister – Rep.
AYES: Hollie, Meeks, Casper, Rowland, Cassell, Shields, Brown, Sellers
ABSENT: Mayhew, Stallings
OBSTAINED: King

MINUTES APPROVAL

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

Motion:

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

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

PRESENTATIONS

1. Brian Bradley - CNO, John Kent - COO, Alan Larson – CEO with SOVAH Danville. Alan Larson thanked everyone for their service. After meeting with City of Danville and the Board of Supervisors over the past few weeks, they wanted to give an overview of what they have going on. 80% of the hospital volume comes through the ER. The output process is challenging. Staffing problems across the board, was causing the diversions, staffing has improved in the ER. Large number of holds are for behavioral health. John Kent spoke about the output problems they are having and holding admissions and social holds in the ER and constipates them. Keeping and retaining staff they are working hard, and the leadership is filling in where needed. They do have good news regarding physical space and Brian Bradley talked about the renovation of the ER project. Final approval of a 20-million-dollar ER renovation project. After project is complete, they will have 31 full size rooms and including 6 convertible rooms. During the project 2A will be utilized as the ER during project to hopefully speed the process up. Larson spoke about the wage raises, in hoping to help with the staffing shortages they have experienced. Several million dollars have been spent already. The daily occurrence of diversion was discussed.
2. Board of Pharmacy – Ryan Logan and team, discussion of schedule 6 drugs. Each station or wherever that product is going to be stocked is required to have a CSR. CSR only requires having one medical director to sign off on the CSR. This is coming to light because of the DEA changing regulations. There is a guidance document on the Board of Pharmacy’s website to refer to. Alarm systems were discussed and there is a requirement for an alarm when it is not always staff/volunteer on site. Responsible parties were discussed also and who can sign for these licenses. Drug box processes and exchange was also discussed.

HEARING OF THE CITIZENS

None

FIRE AND RESCUE ASSOCIATION REPORT

Chief Fowler, nothing at this time.

COUNTY STAFF REPORTS

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

Summary:

1. **ARPA funding:** All invoices turned in. Still have little over \$11,000 left in that fund.
2. **Mutual aid agreements:** No change. Halifax Co is still working on it.
3. **Mutual Aid Fire responses –** Started tracking them the week of October 20, 2022.

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4. **Four for Life and ATL funding** – Is available for agencies. Turn in receipts for reimbursement.
5. **EMS Inspection** – Inspection starts up in March.

UNFINISHED BUSINESS

- a. Board of Pharmacy and schedule 6 drug license discussion. Inspection coming up and timelines were discussed. OEMS will never say you are out of compliance with Board of Pharmacy. The only board that can take action on not having a CSR is the Board of Pharmacy. An Advanced EMT can sign for the schedule 6 drug license, drugs and devices are included in this. Questions were asked on insurance as well. One initial inspection is required.

Motion:

“I make a motion to table the schedule 6 drug license until next month.”

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

- b. SOVAH was discussed.
Casper spoke about diversions and Danville daily going on diversion.
Office of EMS representative spoke about diversions and how the hospitals answer to a different part of the Department of Health. Gave options of how other areas are handling the diversion process. They can not legally deny a patient. Office of Licensure and Certification reporting process was discussed.
V. Ingram talked about staffing and space issues. Shared email address for hospital representative john.kent@lpnt.net and encouraged questions to be sent and they would respond.

NEW BUSINESS

- a. Board of Supervisors Communications, Vic Ingram spoke about new Chairman Darrell Dalton and the board looks forward in working with Fire and Rescue on the budget.

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- b. Budget discussion – Alan Casper lead discussion on the Fire and Rescue FY24 budget requests. Went over proposed budget line by line during meeting with that was had the Public Safety Admin. They request to add 20% to base funding – from \$26,500 bringing it to \$31,800 for fire & rescue – adding \$169,600 to budget. Adding fire response of \$15.00 per call for primary territory adding \$60,000 to budget requests. Add to CIP funding for apparatus \$25,000 bringing it to \$225,000 for fire apparatus. Add to CIP funding for ambulances \$25,000 bringing it to \$150,000 for ambulances. Also asked for \$50,000 for building renovations and \$130,000 for communications for portable radio replacement. The Special Operations Team line was discussed, having \$0. Request to add \$15,000 to the SOT line to build on and revamp the team.

Motion:

“I make a motion for the budget to be separated into separate categories for career staff, county public safety staff, and volunteer staff to bring this up again next month with the association recommendations.”

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

- c. Fire and Rescue Memorial update – Ben Meeks spoke about the project still in planning stages. The Ad Hoc committee is making a presentation at the next board meeting.
- d. Discussion of Radio Replacement, Director Key spoke about the portable radios being end of life in March. CIP request in FY24 budget to replace 100 portable radios/per year at cost of \$1,300.00 each for a total cost of \$130,000.00 / year. Discussion on a possible grant to replace radios and who would write the grant.

Motion:

“I make a motion to ask Pittsylvania County to look into a AFG grant for reorganizing our radio system.”

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

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- e. Insurance policy for Fire & Rescue, Ben Meeks lead discussion of the Fire & Rescue Insurance Policy and looking into the other options and what is the best for the county. The last time this was done Chief Fowler advised it was a significant savings. Ad Hoc committee was formed, Kermit King, James Hollie along with two representatives from the Fire and Rescue Association will review.
- f. Cascade Fire & Rescue CIP request.

Assistant Chief Matt Hunt presented a CIP request for funding for an ambulance replacement. 1999 truck with 300 hours. CIP funding request of \$125,000. Older of the 2 ambulances they currently have. 145 EMS calls ran in 2021 and 265 EMS calls ran in 2022.

Motion:

“I make a motion to approve CIP funding.”

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

MATTERS FROM COMMISSIONERS

D. Fowler – Keep Mike Neal and family in thoughts and prayers.

V. Ingram – Honored to be apart of this commission. Presented check for \$1850.76 to help get the Fire and Rescue Memorial project started.

J. Brown – No matters

A. Casper – Thanked commission and county for working together.

B. Sellers – No matters

J. Hollie – Thanked all agencies for their help during the passing of Stephanie Neal.

C. Key – No matters

W. Rowland – No matters

T. Cassell – No matters

B. Shields – No matters

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K. King – Thank you to the commission and Board of Supervisors. Thank you to Public Safety and Volunteers.

B. Meeks – Read thank you note from Chief Neal and family. Continue to pray for them. Discussed cardiac arrest call dispatched to during the funeral and everyone worked well together. Thanked for allowing him to serve as Chairman again. Thanked Vic Ingram for serving a Chairman of the Board.

ADJOURNMENT

Motion to adjourn by Ben Meeks at 09:01 PM.

DRAFT



FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Approval of Minutes
Staff Contact(s):	Chris Key
Agenda Date:	February 9, 2023
Attachment(s):	(1; January 12, 2023, Meeting Minutes)

SUMMARY:

For the Commission's consideration, attached please find a copy of the January 2023 Commission Meeting Draft Minutes.

Recommendation:

Commission Staff recommends the Commission approve the January Commission Meeting Minutes as presented:

Motion:

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

PITTSYLVANIA COUNTY FIRE AND RESCUE COMMISSION

Thursday, February 9th, 2023, 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:	Fire & Rescue Association Report
Staff Contact(s):	Dean Fowler
Agenda Date:	February 9, 2023
Attachment(s):	

SUMMARY:

Dean Fowler will give a report from Fire & Rescue Association meeting

FINANCIAL IMPACT/FUNDING SOURCE

RECOMMENDATION:

MOTION:

PITTSYLVANIA

COUNTY, VIRGINIA

FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Director's Report
Staff Contact(s):	Chris Key
Agenda Date:	February 9, 2023
Attachment(s):	

SUMMARY:

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

- (1) **Four for Life funding and ATL funding** – Is available for agencies. Turn in receipts for reimbursement.
- (2) **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:	February 9, 2023
Attachment:	

FOR INFORMATIONAL PURPOSES ONLY

SUMMARY:

At the Board of Supervisors' ("Board") January 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):	Chris Key
Agenda Date:	February 9, 2023
Attachment(s):	FY23 budget adopted calendar

SUMMARY:

Chris Key will lead discussion on the Fire & Rescue FY24 budget

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

Add Communication Equipment - \$130,000 for replacement of 100 radios

Add Building renovations/additions - \$50,000

Add \$15,000 for Special Operations budget

RECOMMENDATION:

MOTION:



ADOPTED BUDGET CALENDAR FY 2023-2024

- | | |
|--|---|
| Wednesday, November 30, 2022: | <ul style="list-style-type: none">•Submission of CIP Update by Departments |
| Friday, December 30, 2022: | <ul style="list-style-type: none">•Department Requests deadline |
| Tuesday, January 17, 2023:
Finance Committee | <ul style="list-style-type: none">•Review CIP document with Finance Committee•Approval of 2023-2024 Budget Calendar |
| Tuesday, January 17, 2023: | <ul style="list-style-type: none">•Adoption of CIP by Board of Supervisors•Approval of the 2023-2024 Budget Calendar by Board of Supervisors |
| Week of January 23, 2023: | <ul style="list-style-type: none">•Departmental Budget Reviews |
| Tuesday, February 21, 2023:
Finance Committee Meeting | <ul style="list-style-type: none">•Review of 2024 Potential Revenues•Review Departmental Requests/Budget Challenges |
| Friday, March 10, 2023: | <ul style="list-style-type: none">•Submission of County Administrator's Recommended Budget |
| Wednesday, March 15, 2023-5:00 pm:
Special Meeting | <ul style="list-style-type: none">•Administrator's Budget Presentation•Budget approved for advertisement by the Board of Supervisors |
| Wednesday, March 22, 2023: | <ul style="list-style-type: none">•Budget will be advertised |
| Monday, April 3, 2023 – 7:00 pm:
Special Meeting | <ul style="list-style-type: none">•Public Hearing on potential School Budget and full County Budget (budget cannot be approved until 7 days after public hearing) |
| Monday, April 10, 2023 – 7:00 pm:
Special Meeting | <ul style="list-style-type: none">•Approval of the school budget and full county budget at the regular meeting of the Board of Supervisors |



FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Fire & Rescue Memorial
Staff Contact(s):	Ben Meeks
Agenda Date:	February 9, 2023
Attachment(s):	

SUMMARY:

Ben Meeks will give an update on the status of the Fire & 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:	February 9, 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:	Controlled Substance Registry
Staff Contact(s):	Chris Key
Agenda Date:	February 9, 2023
Attachment(s):	

SUMMARY:

Chris Key will give an update on the Controlled Substance Registry of schedule 6 drugs.

FINANCIAL IMPACT/FUNDING SOURCE

N/A

RECOMMENDATION:

Information purposes only

MOTION:

N/A



FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Insurance Committee
Staff Contact(s):	Kermit King
Agenda Date:	February 9, 2023
Attachment(s):	

SUMMARY:

Kermit King will lead discussions of the Insurance Committee. Insurance policy renews in FY2025

FINANCIAL IMPACT/FUNDING SOURCE

RECOMMENDATION:

MOTION:



FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	ARPA Funding
Staff Contact(s):	Dean Fowler
Agenda Date:	February 9, 2023
Attachment(s):	

SUMMARY:

Dean Fowler will give an update on the status of the left over ARPA Funding from Fire & Rescue Association meeting.

FINANCIAL IMPACT/FUNDING SOURCE

RECOMMENDATION:

MOTION:



FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Bylaws discussion
Staff Contact(s):	Ben Meeks
Agenda Date:	February 9, 2023
Attachment(s):	

SUMMARY:

Ben Meeks will lead discussion on the FRC Bylaws in Fire & Rescue Association President as a voting member in the event of a tie vote.

FINANCIAL IMPACT/FUNDING SOURCE

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 second (2nd) Thursday 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 October 25, 2022.