
PITTSYLVANIA COUNTY FIRE AND RESCUE COMMISSION

Thursday, March 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 (*February 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. Fire and Rescue Memorial update (*B. Meeks*); (*10 minutes*)
 - C. Ordinance discussion (*B. Meeks*); (*10 minutes*)
 - D. SOG revision of Radio procedures (*C. Key*); (*10 minutes*)
14. Other matters from Commission members
15. Adjournment

February 9, 2023
Regular Meeting

**Pittsylvania County Fire and Rescue Commission
Regular Meeting
February 9, 2023**

VIRGINIA: The Regular Meeting of the Pittsylvania County Fire and Rescue Commission was held on February 9, 2023, 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	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

None

APPROVAL OF AGENDA

1. Motion to Approve Agenda

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

MINUTES APPROVAL

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

Motion:

"I make a motion to approve the attached January 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
ABSENT:	None

PRESENTATIONS

None

HEARING OF THE CITIZENS

None

FIRE AND RESCUE ASSOCIATION REPORT

Chief Fowler advised at the last meeting we heard representation from the Danville hospital as well as the Office of EMS and we were asked to take a look at what the Fire and Rescue wanted to propose for the diversion situation. After much discussion, the Fire and Rescue Association wanted to ask the Commission to send a recommendation to the Board of Supervisors to let the hospitals know as of March 1st we are following the Office of EMS recommendations, we are not setting in the street, they will get the patients, and we are going to clear. Over the past few weeks, it has been a lot better.

COUNTY STAFF REPORTS

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

Summary:

1. **Four for Life and ATL funding** – Is available for agencies. Turn in receipts for reimbursement.
2. **EMS Inspection** – Inspection starts up in March. Packets have been sent out.

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3. **Sheriffs Dept. Tabletop exercise** - April 6, 2023, at 1pm at the Old Dominion Ag Complex. The purpose of this training is to understand what each agencies capabilities are during a mass casualty event. The school system along with other jurisdictions will be participating. They want to have EMS personnel at each table to explain your processes when dealing with different levels of trauma, and protocols in place. They are asking for 20 people.

UNFINISHED BUSINESS

- a. Motion from the Fire and Rescue Association to send a letter to all the hospitals following the Office of EMS recommendation.

Motion:

“I make a motion to send that to the Board of Supervisors.”

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

NEW BUSINESS

- a. Board of Supervisors Communications, Vic Ingram spoke about the county’s budget calendar.
- b. Budget discussion – Chris Key lead discussion on the Fire and Rescue FY24 budget, it was presented to the finance committee and the County Administrator on January 23, 2023. All presented as one.
- c. Fire and Rescue Memorial update – Ben Meeks spoke about the project presentation to the board was stopped due to the property being managed by the school system. The Ad Hoc committee is meeting February 21, 2023, at 5p at Public Safety building. Vic Ingram spoke about the county owning the property the school board manages the property.
- d. Discussion of Radio Replacement, Director Key spoke about the portable radio replacement. There is no one radio that will talk to every county surrounding ours. Radio technicians are working on talk groups. CIP request in FY24 budget to replace 100 portable radios/per year at cost of \$1,300.00 each for a total cost of \$130,00.00/year.
- e. Chris Key spoke about the Controlled Substance Registry of schedule 6 drugs. Counties inspection was Monday February 6, 2023. They are waiting on results. Insurance would cover under malpractice, but no fines would be covered.
- Fowler spoke about the Agencies intend to apply for CSR.

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- f. Insurance policy for Fire & Rescue, Kermit King spoke about insurance committee meeting yesterday with Mark Bowery VFIS representative. They will have to continue to meet and go over the policy, the policy renews in FY2025.
- g. ARPA funding, Dean Fowler spoke about status of the left-over ARPA Funding (\$11,588.45) from the Fire and Rescue Association meeting, it was recommended that we try to put into place a Countywide accountability system with the left-over funds. To have a countywide system, training, and triage system.

Motion:

“I make a motion to follow the Fire and Rescue Associations recommendation.”

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

- h. Ben Meeks led Bylaws discussion on the FRC Bylaws in Fire & Rescue Association President as a voting member in the tie vote. To change this the county ordinance would have to be changed.

Motion:

“I make a motion to remove the Association of any voting privileges make them a reporting member to the commission.”

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
ABSENT:	None

MATTERS FROM COMMISSIONERS

- D. Fowler – No matters
- V. Ingram – No matters
- J. Brown – No matters
- A. Casper – No matters

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B. Sellers – No matters

J. Hollie – No matters

C. Key – Burn Ban will go in effect 2/15-4/30/2023.

W. Rowland – No matters

T. Cassell – No matters

S. Stallings – No matters

B. Shields – No matters

C. Mayhew – No matters

K. King – Thanks to everyone. Keep the Haymore family in prayer in loss of Ron Haymore.

B. Meeks – Thanked everyone. We are headed in the good direction. Remember Short Family and Haymore Family in your prayers.

ADJOURNMENT

Motion to adjourn by Ben Meeks at 07:17 PM.



FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

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

SUMMARY:

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

Recommendation:

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

Motion:

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

PITTSYLVANIA COUNTY FIRE AND RESCUE COMMISSION

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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:	March 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:	March 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** – Completed for FY 23. Awaiting 1 depts paperwork.
- (2) **ATL funding** – Is available for agencies. Turn in receipts for reimbursement. Funds can carry over but must be used on fire apparatus purchases.
- (3) **EMS Inspection**– Inspection is ongoing throughout the county. Public Safety was Thursday March 2, 2023.
- (4) **Training** - Tabletop training exercise April 6, 2023 1pm at Ag Complex
- (5) **Rosters** – Need rosters turned in from every department for 2023.
- (6) **Statewide burn ban** – In effect through April 30, 2023
- (7) **Board of Pharmacy** – Public Safety has been issued CSR License and number
- (8) **Mutual aid** – Completed signatures with Franklin Co. and sent out copy

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:	March 9, 2023
Attachment:	

FOR INFORMATIONAL PURPOSES ONLY

SUMMARY:

At the Board of Supervisors' ("Board") February 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:	Fire & Rescue Memorial
Staff Contact(s):	Ben Meeks
Agenda Date:	March 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



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Action Item

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

SUMMARY:

Ben Meeks will lead discussion on the Ordinance change dealing with Fire & Rescue Association President as a voting member in the event of a tie vote:

FINANCIAL IMPACT/FUNDING SOURCE

RECOMMENDATION:

MOTION:



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EXECUTIVE SUMMARY

Action Item

Agenda Title:	SOG Revision
Staff Contact(s):	Chris Key
Agenda Date:	March 9, 2023
Attachment(s):	(2; Fire & Rescue SOG Number – Operations – 11)

SUMMARY:

Fire & Rescue Association presented a recommended change to the radio operational procedures SOG. Attached is the SOG with changes.

FINANCIAL IMPACT/FUNDING SOURCE

N/A

RECOMMENDATION:

Public Safety staff recommends the Commission approve SOG number Operations - 11

MOTION:

“I make a Motion to approve the Fire & Rescue Operational Radio Procedures SOG as presented.”

Fire and Rescue Standard Operating Guidelines

Subject	Fire and Rescue Operational Radio Procedures
SOG Number	Operations - 11
Effective Date	June 1, 2021
Approved	<i>Christopher C Slemp, Director</i>

Purpose:

To establish a standard operating guide for Volunteer and Career Pittsylvania County Public Safety personnel operating on fire and rescue scenes to communicate over the Public Safety Radio System in an effective and orderly manner.

Scope:

This standard operating guideline shall be applicable to all personnel operating within the Pittsylvania County Public Safety System.

Procedure:

- When an agency is dispatched to a fire or EMS call (**for service, the agency should utilize their station or squad talk group to advise they are enroute, then one**) member of the agency should advise CECOM the call is covered once adequate staffing is available.
- On ~~smaller~~ **single agency response** incidents, departments are encouraged to use their department talk group for **communications on the event** for things such as traffic control.
- On incidents involving more than one department responding, CECOM will assign a TAC channel. ~~Agencies responding should mark enroute to the call and on scene of the call on the CECOM channel.~~ **When a Tac channel is assigned, all responding units will advise they are responding on CECOM channel and they are switching to the assigned TAC channel. Once on the TAC channel, responding units will check in on the TAC channel (Ex: Engine 342 is on TAC 4) with no acknowledgement needed from CECOM or Command. Radio traffic on TAC channel should be kept to pertinent/necessary traffic only (EX: giving size up, marking on scene, asking command for assignment). ~~Once arriving on scene, members should switch to the assigned Tac channel and utilize that channel for the duration of the incident.~~**
- **All unnecessary radio traffic should be kept off CECOM and TAC channel. If units enroute need directions or if on scene units need to communicate non priority messages (Ex: water supply, traffic control, or other traffic) they should utilize first due departments talk group or ask for another TAC channel.**

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- When incidents require the use of a TAC channel, dispatchers shall monitor that TAC channel until the incident is marked “under control” by the incident commander. Once “under control” the members on scene shall continue to use the TAC channel but CECOM will not be monitoring. The incident commander will need to switch over to CECOM for any necessary radio traffic with the dispatch center.
 - When fire and rescue agency responses are cancelled by dispatch or incident command, the dispatch center shall send out a page informing agencies to cancel their response.