
PITTSYLVANIA COUNTY FIRE AND RESCUE COMMISSION

Thursday, April 20th, 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 (*March 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. SOG revision of Radio procedures (*C. Key*); (10 minutes)
 - D. SOG review of Clinical Improvement Committee (*C. Key*); (10 minutes)
 - E. Fire & EMS billing rates (*B. Meeks*); (10 minutes)
 - F. Budget discussion FY24 (*B. Meeks*); (10 minutes)
 - G. Fire & Rescue Study 2015 (*B. Meeks*); (10 minutes)
14. Other matters from Commission members
15. Adjournment



FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Approval of Minutes
Staff Contact(s):	Chris Key
Agenda Date:	April 20, 2023
Attachment(s):	(1; March 9, 2023, Meeting Minutes)

SUMMARY:

For the Commission's consideration, attached please find a copy of the March 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."

March 9, 2023
Regular Meeting

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

VIRGINIA: The Regular Meeting of the Pittsylvania County Fire and Rescue Commission was held on March 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	Absent
John Brown	Northeast Quad - Rep	Absent
Bert Sellers	Southeast Quad - Rep	Present
Vic Ingram	Board of Supervisors Rep	Present
Matt Hunt	F&R Association	Present

AGENDA ITEMS TO BE ADDED

None

APPROVAL OF AGENDA

1. Motion to Approve Agenda

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

MINUTES APPROVAL

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

Motion:

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

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

PRESENTATIONS

None

HEARING OF THE CITIZENS

None

FIRE AND RESCUE ASSOCIATION REPORT

Matt Hunt had nothing new to report.

COUNTY STAFF REPORTS

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

Summary:

1. **Four for Life** – Completed for FY23 sent to the state today.
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, and passed. Tunstall and Cascade passed this week also.
4. **Sheriffs Dept. Tabletop exercise** - April 6, 2023, at 1pm at the Old Dominion Ag Complex.
5. **Roasters** – Need roasters 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.

UNFINISHED BUSINESS

- a. Insurance committee – Has not met, Director Key and Deputy Director Hutcherson have found more vehicles that need to be removed from the policy and checking insurance cards.

NEW BUSINESS

- a. Board of Supervisors Communications, Vic Ingram spoke about the Fire and Rescue and Social Services meeting stipend he has donated. New CEO at hospital has reached out and wants to work with the Commission and Departments to get the diversion issue cleared up. Remember Troy Talley as he recovers from back surgery.
- b. Fire and Rescue Memorial update – Ben Meeks spoke about the project. Going to hire Beach Grove Designs out of Forest Virginia to draw up the memorial. Redefining the project and fine tuning it. They are looking at changing the location to the Courtyard near the Sheriff's office memorial.
- c. Ordinance discussion – Ben Meeks lead discussion on Ordinance changed dealing with Fire & Rescue Association President as a voting member in the event of a tie vote. Public meetings were discussed and the meaning and outlines of a public meeting. County Attorney wanted a letter stating what the Commission wants.

Motion:

“I make a motion to make Fire & Rescue Association a representative to the Commission.”

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

Also in the fire ordinance, a lot of agencies have been trying to bill the insurance. There is nothing in the county fire ordinance to bill. Coleman Mayhew spoke about volunteer fire departments and to stay as volunteers. Matt Hunt will take this back to the Association.

- d. SOG revision of Radio procedures – Director Chris Key presented what the Fire & Rescue Association recommended to change in the radio operations procedures SOG.

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Motion:

“I make a motion to approve the SOG in the packet.”

Ben Meeks rescinded his motion.

Motion:

“I make a motion to send SOG back to Fire & Rescue Association.”

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

MATTERS FROM COMMISSIONERS

M. Hunt – No matters

V. Ingram – Spoke about Motor Vehicle Accident near Mill’s Grocery. Reminded of how priceless our volunteers are. Grateful and thankful for everyone.

A. Casper – Concerned about firefighter safety in concerns with the solar farms. Would like for the Board of Supervisors to look into this. 21 total solar farms with only 3 trainings have been hosted for firefighters.

B. Sellers – No matters

J. Hollie – No matters

C. Key – Incident yesterday, everyone worked together, great job.

W. Rowland – No matters

T. Cassell – No matters

S. Stallings – No matters

B. Shields – No matters

C. Mayhew – Thanked the women that serve in our community.

K. King – No matters

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B. Meeks – Thanked all the volunteers and public safety for all they do. Thanked the Board of Supervisors and citizens. Our agencies continue to give good patient care, we were doing what the states' recommendation was to us as far as dropping patients off at the ER.

ADJOURNMENT

Motion to adjourn by Ben Meeks at 07:16 PM.

DRAFT

PITTSYLVANIA COUNTY FIRE AND RESCUE COMMISSION

Thursday, April 20th, 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:	April 20, 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:	April 20, 2023
Attachment(s):	

SUMMARY:

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

- (1) **ATL funding** – Is available for agencies. Turn in receipts for reimbursement. Funds can carry over but must be used on fire apparatus purchases.
- (2) **EMS Inspection**– Inspection is ongoing throughout the county.
- (3) **Rosters** – Need rosters turned in from every department for 2023.
- (4) **Statewide burn ban** – In effect through April 30, 2023
- (5) **Mutual aid** – Awaiting paperwork from Halifax, Campbell and Bedford Co

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:	April 20, 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:	April 20, 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:	SOG Revision
Staff Contact(s):	Chris Key
Agenda Date:	April 20, 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. Slemper, 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 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. 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)
- 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.

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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 agency to cancel their response.

PITTSYLVANIA

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FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	SOG Review of Clinical Improvement Committee
Staff Contact(s):	Chris Key
Agenda Date:	April 20, 2023
Attachment(s):	(3; Fire & Rescue SOG Number – Patient Care – 04)

SUMMARY:

In cooperation with the county OMD – Dr. Long, we have developed a Clinical Improvement Committee and have worked to develop a set of guidelines to operate by. Attached is the SOG for your review.

FINANCIAL IMPACT/FUNDING SOURCE

N/A

RECOMMENDATION:

Public Safety staff recommends the Commission approve SOG number Patient Care-04

MOTION:

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

Fire and Rescue Standard Operating Guidelines

Subject	Clinical Improvement Committee
SOG Number	Patient Care-04
Effective Date	February 1, 2023
Approved by OMD	<i>Kayla W. Long DC</i>
Approved by Public Safety Director	<i>Christopher Key</i>

Purpose:

The purpose of this standard is to identify the process for resolutions of EMS related concerns. The quality care resolution process is only one aspect of a comprehensive quality improvement program. This process is intended to be educational and not punitive and will recognize both the positive and negative actions during an incident. The Clinical Improvement Committee shall be composed of the County’s Operational Medical Director, PCPS Division Chief or one of his or her designee, one representative from each volunteer agency that operates under Dr. Kayla Long. All committee members shall be appointed annually. Other members may be assigned as needed and approved by Dr. Kayla Long or her designee.

Scope:

This standard operating guideline shall be applicable to all EMS provider’s operating within the Pittsylvania County Public Safety system under OMD Dr. Kayla Long.

Procedure:

This procedure is established under the authority of the operational medical director as required by the Virginia Office of EMS rules and regulations governing emergency medical services of the Board of Health, Commonwealth of Virginia. The purpose of the Clinical Improvement Committee is to ensure that agency protocols are being followed, to limit liability exposures in documentation, to develop and make known committee expectations, to oversee the ALS-internship program, and to establish and review the agency standard of care.

Any agency or provider practicing in Pittsylvania County may submit reports for review to the OMD or PCPS Division Chief.

- Verbal Communications – Resolution of a concern should be attempted between parties when it initially develops. Any verbal discussions are to take place in an appropriate area, away from patients or other non-involved parties. All communications are to be professional and non-confrontational. Patient care is not to be adversely impacted due to an issue being raised.
- Documented Concerns – If a concern was unable to be resolved in the preceding step, or when effective communications have broken down, the chief officer of the agency should submit an Incident Report to the PCPS Division Chief with a copy of the applicable PCR for review. The PCPS Division Chief will then submit the report and a copy of the PCR to the OMD for review.
- Flow of Clinical Improvement reports – The OMD will review the report within seven (7) days of receipt. The OMD or their designee shall investigate the report as long as the investigator was not directly involved with the incident. The investigator will determine the facts of the case and shall work jointly with the Clinical Improvements Committee to formulate recommendations.

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- Final Disposition – The Clinical Improvement Committee shall report the results of the investigation and the final disposition to the agency OMD. The applicable OMD will review the final disposition and either signifies their satisfaction or request further consideration to the case.
 - Appeal Process – If a provider feels the initial complaint was invalid or is in total disagreement with the findings, they may elect to file an appeal to the Operational Medic Director.
 - Discipline – The Clinical Improvement identifies issues and plans a course of corrective action if necessary. Due to the scope of these issues, if discipline of the involved individual(s) is determined as a possibility the issue shall be then forwarded to the OMD. Discipline resulting from deviation from rules and regulations will be separate action from the Clinical Improvement Committee and the sole responsibility of the OMD.
 - OMD Suspension of Providers – The applicable OMD reserves the right to suspend any provider from “active” status at any time, pending ultimate resolution of the issues.

All agencies who practice under the Pittsylvania County OMD shall give access to their ESO EHR under the Pittsylvania County umbrella account.

The Clinical Improvement Committee is responsible for reviewing random Pre-hospital Patient Care Reports (PCR) from BLS and/or ALS providers within the agencies of Pittsylvania County. The committee shall develop a documented system for recording findings and the process of ticket review, including determinations rendered.

Regular meetings shall occur at least once a month until established and then transition to quarterly meetings. Additional meetings shall be at the discretion of the Operation Medical Director. Meetings may be in person, and or zoom based.

All information regarding matters in forum of the Clinical Improvement Committee shall be kept confidential to the members of the Committee and/or the provider(s) involved.

Any member involved in a Clinical Improvement Committee endorsed investigation shall be suspended from the Committee until the investigation is completed. If the member is found to be in violation of a confidentiality of the Clinical Improvement Committee, they shall be dismissed from the Committee and ineligible for re-appointment for six (6) months.

Any member dismissed from the Committee may file an appeal to the OMD within fifteen (15) days from the date of the dismissal. The OMD shall render a decision based on the facts presented and gathered in the investigation process and inform the member within fifteen (15) days of the decision. The OMD shall hold the final decision in the appeal process.

PCPS Division Chief shall upon request present to the OMD a monthly Clinical Improvement Committee Report citing any recommendations or pertinent patient care or quality concerns that need to be addressed or considered by the Panel.

Clinical Improvement Committee written documents must be kept confidential and secured and are subject to inspection based on the investigating jurisdiction as approved by the PCPS Division Chief.



FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Fire & EMS billing rates
Staff Contact(s):	Ben Meeks
Agenda Date:	April 20, 2023
Attachment(s):	

SUMMARY:

Ben Meeks will lead discussion of the Fire & EMS billing rates

FINANCIAL IMPACT/FUNDING SOURCE

N/A

RECOMMENDATION:

Information purposes only

MOTION:

N/A



FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Budget discussion for FY24
Staff Contact(s):	Ben Meeks
Agenda Date:	April 20, 2023
Attachment(s):	

SUMMARY:

Ben Meeks will lead discussion of the budget for FY24

FINANCIAL IMPACT/FUNDING SOURCE

N/A

RECOMMENDATION:

Information purposes only

MOTION:

N/A



FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Fire & Rescue study 2015
Staff Contact(s):	Ben Meeks
Agenda Date:	April 20, 2023
Attachment(s):	

SUMMARY:

Ben Meeks will lead discussion of the Fire & Rescue study completed in November 2015. A copy will be provided for review.

FINANCIAL IMPACT/FUNDING SOURCE

N/A

RECOMMENDATION:

Information purposes only

MOTION:

N/A