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**PITTSYLVANIA COUNTY FIRE AND RESCUE COMMISSION**

Thursday, June 15th, 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 (*April 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. **Campbell Co mutual aid agreement (*B. Meeks*); (10 minutes)**
  - C. **County Fire & EMS billing rates (*D. Fowler*); (10 minutes)**
  - D. **Budget review (*B. Meeks*); (10 minutes)**
  - E. **OMD discussion (*B. Meeks*); (10 minutes)**
14. **Other matters from Commission members**
15. **Adjournment**

April 20, 2023  
Regular Meeting

**Pittsylvania County Fire and Rescue Commission  
Regular Meeting  
April 20, 2023**

**VIRGINIA:** The Regular Meeting of the Pittsylvania County Fire and Rescue Commission was held on April 20, 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
Vacant	Stauton River	Vacant
Kermit King	Northwest Quad - Rep	Present
Steve Stallings	Southwest Quad -Rep	Present
Coleman Mayhew	Northeast Quad - Rep	Present
Bert Sellers	Southeast Quad - Rep	Present
Vic Ingram	Board of Supervisors Rep	Absent
Dean Fowler	F&R Association	Present

**AGENDA ITEMS TO BE ADDED**

Updated agenda with three items to add under New Business

H. Utilization of 640 Rescue building

I. Procedure for appointments to the Fire and Rescue Commission for the quadrant representative.

J. Diversions of the hospital

**Motion:**

“I make a motion to amend agenda for three items added.”

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

**APPROVAL OF AGENDA**

1. Motion to Approve Agenda

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bryan Shields – Chatham/Blairs – Rep.
<b>SECONDER:</b>	Tim Cassell – Westover – Rep.
<b>AYES:</b>	Hollie, Meeks, Casper, Rowland, Cassell, Shields, King, Stallings, Mayhew, Sellers
<b>ABSENT:</b>	None

**MINUTES APPROVAL**

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

**Motion:**

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

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Alan Casper – Banister – Rep.
<b>SECONDER:</b>	Kermit King – Northwest Quad – Rep.
<b>AYES:</b>	Hollie, Meeks, Casper, Rowland, Cassell, Shields, King, Stallings, Mayhew, Sellers
<b>ABSENT:</b>	None

**PRESENTATIONS**

Introduction of new County Administrator, Stuart Turille Jr., gave a background and introduction. Worked closely with volunteers for 6 years and knows how much volunteers save the county. True public servants.

**HEARING OF THE CITIZENS**

None

**FIRE AND RESCUE ASSOCIATION REPORT**

Dean Fowler has discussion for the Fire and EMS billing, will hold till then.



**COUNTY STAFF REPORTS**

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

**Summary:**

1. **ATL funding** – Is available for agencies. Turn in receipts for reimbursement. Funds can carry over but must be used on fire apparatus purchases. No limit to carry over.
2. **EMS Inspection** – Inspection is ongoing throughout the county. Still 3 more to complete.
3. **Roasters** – Need roasters 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.

**UNFINISHED BUSINESS**

The Sheriff's office tabletop exercise was excellent. Planning full scale drill for July 2023. Training opportunities were discussed.

**NEW BUSINESS**

- a. Board of Supervisors Communications, None.
- b. Fire and Rescue Memorial update – Ben Meeks spoke about the committee working for the last 13 months. Finding a location has been difficult. With no location we cannot move forward. At this time the committee is putting the project on hold.
- c. SOG revision of Radio procedures – Presented last month, went back to the association and they reviewed it approved it, to keep it the way it was, and sent it back.

**Motion:**

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

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Alan Casper – Banister – Rep.
<b>SECONDER:</b>	Kermit King – Northwest Quad – Rep.
<b>AYES:</b>	Hollie, Meeks, Casper, Rowland, Cassell, Shields, King, Stallings, Mayhew, Sellers
<b>ABSENT:</b>	None

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- d. SOG review of Clinical Improvement Committee – In cooperation with Dr. Long she wrote this and has passed it down. The committee approved it, and the association reviewed it. Needs to be in SOG form. Chief Fowler advised they know about it, and they are operating under it now.

**Motion:**

“I make a motion to approve the Fire & Rescue Clinical Improvement Committee SOG as presented.”

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	James Hollie – Dan River – Rep.
<b>SECONDER:</b>	Bryan Shields – Chatham/Blairs – Rep.
<b>AYES:</b>	Hollie, Meeks, Casper, Rowland, Cassell, Shields, King, Stallings, Mayhew, Sellers
<b>ABSENT:</b>	None

- e. Fire & Rescue billing rates – Ben Meeks lead discussion.

Shields requested to send EMS billing rates back to the association.

**Motion:**

“I make a motion to send the billing rates back to the association for them to send an EMS rate sheet back.”

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bryan Shields – Chatham/Blairs – Rep.
<b>SECONDER:</b>	Bert Sellers – Southeast Quad – Rep.
<b>AYES:</b>	Hollie, Meeks, Casper, Rowland, Cassell, Shields, King, Stallings, Mayhew, Sellers
<b>ABSENT:</b>	None

Fowler spoke about Fire billing rates. Some agencies want it. The county already has an ordinance for fire billing. However, no rates have been attached to it. A committee has been formed and will bring it back. Surrounding counties are working on the same thing and they will contact them to make sure all rates are about the same.

Meeks spoke about limits on billing. Fowler advised they have sent it get list from the state on limits.

- f. Budget Discussion FY24 – Ben Meeks spoke and had talked to Kim Vanderhyde about the budget. The proposed budget does not come out until next Wednesday 4/26. The public hearing will be on May 16<sup>th</sup>, and final approval will be May 23<sup>rd</sup>.



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- g. Fire & Rescue Study 2015 – Ben Meeks spoke about the study; a copy was provided. Fire and EMS agencies have improved. Commission was formed out of this study. Study is done about every 15 years.
- h. Utilization of 640 Rescue building – Alan Casper lead a discussion. Spoke about the rural area and being a long way from anything. Blairs, Chatham, and Gretna picked up the area, it is still a long way for anyone. Request that this be looked at, and the need for an ambulance is there.  
Ben Meeks spoke about relocation of trucks or adding a 4<sup>th</sup> ambulance and response times were discussed.  
Chris Key spoke about doing a study and looking at the area to see the call volume. The last year that 640 was in operation they covered about 102 calls.  
Casper spoke about planning for FY25 budget and being prepared for it.
- i. Procedure for appointments – Alan Casper spoke and wanted to look at the procedure of appointment of representatives for the quadrants. He stressed the need for consistency. Bylaws were read by Ben Meeks and the section about the quadrant representatives was discussed. Casper spoke about the Board of Supervisors being the governing body of the county. Communication with certain Board of Supervisors members is nonexistent.
- j. Diversions of the Hospitals – Kermit King spoke about the hospital holding ambulances in the turn lane and some agencies coming and going while others are still holding. Ben Meeks spoke about the complaint form with the state and to make the Public Safety Director aware. Call and talk to the hospital and let them know what you have.

**MATTERS FROM COMMISSIONERS**

C. Key – Chris Slempe’s last day with the county tomorrow 4/21. He has accepted a fire chiefs’ job in southwest VA.

W. Rowland – No matters

S. Stallings – No matters

T. Cassell – Discussed the Berry Hill water lines.

B. Shields – Thanks you all the men and women that are out there every day and welcomed County Administrator.

C. Mayhew – No matters

D. Fowler – VA Dept Forestry – They received extra funding. Encouraged everyone to put in for the 50/50 grant. Deadline is April 30<sup>th</sup>.

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A. Casper – Thanked J D Brown for service on commission. Asked you to keep J D Jr. in your prayers in ICU in serious condition. Fundraiser is coming up for them also.

B. Sellers – Welcomed Mr. Turille

J. Hollie – No matters

K. King – Welcomed new County Administrator. Thanked Chris Slemp. Thanked J D Brown.

B. Meeks – Welcomed new County Administrator. Thanked J D Brown. His son was involved in an accident 21 days ago. Is alert. Marion Baptist Church is doing a cruise in fundraiser 4/30. There is also a BBQ fundraiser 6/4 3p-8p at the American Legion to raise money for the Browns.

**ADJOURNMENT**

Motion to adjourn by Ben Meeks at 08:11 PM.

DRAFT

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**PITTSYLVANIA COUNTY FIRE AND RESCUE COMMISSION**

Thursday, June 15<sup>th</sup>, 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

<b>Agenda Title:</b>	Fire & Rescue Association Report
<b>Staff Contact(s):</b>	Dean Fowler
<b>Agenda Date:</b>	June 15, 2023
<b>Attachment(s):</b>	

**SUMMARY:**

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

**FINANCIAL IMPACT/FUNDING SOURCE**

**RECOMMENDATION:**

**MOTION:**



**FIRE AND RESCUE COMMISSION**

**EXECUTIVE SUMMARY**

Action Item

<b>Agenda Title:</b>	Director's Report
<b>Staff Contact(s):</b>	Chris Key
<b>Agenda Date:</b>	June 15, 2023
<b>Attachment(s):</b>	

**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 completed throughout the county.
- (3) **Rosters** – Need rosters turned in from every department for 2023. Have 8
- (4) **Mutual aid** – No updates
- (5) **Training** – Reminder of the Active Shooter exercise on July 31, 2023 at Gretna Middle School. Anyone willing to participate, please contact me.
- (6) **Risk Reduction**: On Friday June 23, 2023, A rep from VFIS Insurance was here to conduct a risk control survey and he will visit the following stations: Chatham FD, Blairs F&R, Tunstall F&R, Mt Cross FD. He will return a report of his findings with recommendations for improvement within the next few weeks.

**Recommendation:**

Informational purposes only.

**Motion:**

N/A



**FIRE AND RESCUE COMMISSION  
EXECUTIVE SUMMARY**

<b>Agenda Title:</b>	Communications from Board of Supervisors
<b>Staff Contact:</b>	Supervisor Vic Ingram
<b>Agenda Date:</b>	June 15, 2023
<b>Attachment:</b>	

**FOR INFORMATIONAL PURPOSES ONLY**

**SUMMARY:**

At the Board of Supervisors' ("Board") May 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

<b>Agenda Title:</b>	Campbell County Mutual Aid
<b>Staff Contact(s):</b>	Ben Meeks
<b>Agenda Date:</b>	June 15, 2023
<b>Attachment(s):</b>	

**SUMMARY:**

Ben Meeks will lead discussion of the Campbell County mutual aid agreement

**FINANCIAL IMPACT/FUNDING SOURCE**

N/A

**RECOMMENDATION:**

Information purposes only

**MOTION:**

N/A



**FIRE AND RESCUE COMMISSION**

**EXECUTIVE SUMMARY**

Action Item

<b>Agenda Title:</b>	County Fire & EMS Billing Rates
<b>Staff Contact(s):</b>	Dean Fowler
<b>Agenda Date:</b>	June 15, 2023
<b>Attachment(s):</b>	

**SUMMARY:**

Dean Fowler will lead discussion of the County Fire & EMS billing rates

**FINANCIAL IMPACT/FUNDING SOURCE**

N/A

**RECOMMENDATION:**

Information purposes only

**MOTION:**

N/A

# PITTSYLVANIA

COUNTY, VIRGINIA

## FY2024 Fee Schedule

### EMS Billing Rates EFFECTIVE 07/01/2023

BLS-Non-Emergent	\$600.00
BLS-Emergent	\$650.00
ALS1-Non-Emergent	\$775.00
ALS1-Emergent	\$800.00
ALS2	\$1,000.00
Treat/No Transport	\$400.00
Patient Refusal	\$100.00
Mileage	\$18 /per mile





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**EXECUTIVE SUMMARY**

Action Item

<b>Agenda Title:</b>	Budget Discussion
<b>Staff Contact(s):</b>	Ben Meeks
<b>Agenda Date:</b>	June 15, 2023
<b>Attachment(s):</b>	

**SUMMARY:**

Ben Meeks will lead discussion of the Budget

**FINANCIAL IMPACT/FUNDING SOURCE**

N/A

**RECOMMENDATION:**

Information purposes only

**MOTION:**

N/A



**FIRE AND RESCUE COMMISSION**

**EXECUTIVE SUMMARY**

Action Item

<b>Agenda Title:</b>	OMD discussion
<b>Staff Contact(s):</b>	Ben Meeks
<b>Agenda Date:</b>	June 15, 2023
<b>Attachment(s):</b>	

**SUMMARY:**

Ben Meeks will lead discussion of the Operational Medical Director for 7 county agencies.

**FINANCIAL IMPACT/FUNDING SOURCE**

N/A

**RECOMMENDATION:**

Information purposes only

**MOTION:**

N/A