
PITTSYLVANIA COUNTY FIRE AND RESCUE COMMISSION

Thursday, September 21st, 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 (*August 2023*)**
- 8. Presentation(s) – Brandon Gautier – SOT presentation**
- 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 & EMS billing rates (*B. Meeks*); (*15 minutes*)**
 - C. Fire & Rescue complaints (*B. Meeks*); (*10 minutes*)**
 - D. Recruitment & Retention (*C. Key*); (*10 minutes*)**

14. Closed Session

- A. Closed session (personal matters) Virginia Code § 2.2-3711(A)(4) (*C. Key*)

15. Return to open session & closed session certification

- A. Closed session certification (*Caldwell*)

16. Other matters from Commission members

17. Adjournment

August 17, 2023
Regular Meeting

Pittsylvania County Fire and Rescue Commission
Regular Meeting
August 17, 2023

VIRGINIA: The Regular Meeting of the Pittsylvania County Fire and Rescue Commission was held on August 17, 2023, in the Board Meeting Room, 39 Bank Street, SE, Chatham, Virginia. Vice Chairman – Northwest Quad - Rep – Kermit King, 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-phone
Alan Casper	Banister – Rep	Present
Ward Rowland	Tunstall – Rep	Present
Tim Cassell	Westover – Rep	Absent
Bryan Shields	Chatham/Blairs – Rep	Present
Vacant	Stauton River	Vacant
Kermit King	Northwest Quad - Rep	Present
Steve Stallings	Southwest Quad -Rep	Absent
Coleman Mayhew	Northeast Quad - Rep	Present
Bert Sellers	Southeast Quad - Rep	Present
Vic Ingram	Board of Supervisors Rep	Present
Dean Fowler	F&R Association	Present

APPROVAL OF AGENDA

1. Motion to Approve Agenda

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

MINUTES APPROVAL

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

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Motion:

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

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

PRESENTATIONS

None

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. **ATL funding** – Should receive the FY24 money from the state in Sept/Oct.
2. **Four for Life Funding** – packets have been passed out to each agency for FY24. Due back in March
3. **Roasters** – Need roasters turned in from every department for 2023.
4. **Expenditure reports** – Need them turned in from every department for FY23 expenses from disbursements.
5. **Training** – Active Shooter exercise on July 31, 2023, at Gretna Middle School was a successful training opportunity. 2 Firefighter 1 classes starting up one in Gretna, one in Blairs. EVOC class and Extrication calls coming up. Along with a Solar Farm class.
6. **Risk Reduction**: On Friday June 23, 2023, a rep from VFIS Insurance was here to conduct a risk control survey and visited the following stations: Chatham FD, Blairs F&R, Tunstall F&R, Mt Cross FD.
7. **Haz Mat Officer** – Welcome Jason Curtis as the new Haz Mat Officer to VDEM Region 3 located in our Region 6.

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Insurance is recommending physicals. There is no money in this year's budget for them, hope to include that in next year's budget.

UNFINISHED BUSINESS

None

NEW BUSINESS

- a. Board of Supervisors Communications, Vic thanked everyone.
- b. Fire & Rescue service agreement – Director Key spoke about the agreement was presented and voted on in the July Board meeting. Was distributed to the agencies July 21st. There were a few changes in page 3 of 7 - Section B 8 and B 9.

D. Fowler spoke about item 9 at the Fire and Rescue Association meeting, complaints being sent to the Public Safety Director within 48 hours. Having the Director work with the Chief of that Department. The OEMS, OMD, and agency has been handling this with the Public Safety Director.

Meeks spoke about the wording of notifying the county when there is a complaint. They were not notified of any purposed changes. Stated that the association and commission was left out of these changes.

Turille, County Administrator spoke about the process. He is still in the process of learning over the past 4 months. There is a different process that the Board wants this year. He was unfamiliar with the process. Pulled together with the OMD situation. Audit, the Board just wants to make sure everything is okay. Spoke about the expectations of spending taxpayers' dollars. Just a Certified Letter is all they are looking for from an Accountant. He also spoke about the complaints. Respects the way complaints are handled and wants them handled in house and professionally. A lot of good work has been done. Over 18,000 calls in 2 years and only 7 complaints. Any complaints that effect the professional delivery of public service. The county just wants to know before it hits the street. We will work it out with trained professionals. This is a partnership.

D. Fowler advised that if the Administrator will contact the Chief and handle it this way, he feels that the Association will be okay with this.

V. Ingram advised that the County Attorney assisted in drawing up the wording on the complaints section. The county needs to know of complaints. He spoke about audits and auditing every department. He has faith in leadership managing departments. Just request a letter from a CPA stating everything is accounted for.

- A. Casper agreed we are here for the same reason and treat everyone with respect.

Turille stressed the importance of improving communication and we all have the same goal.

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- c. Fire & Rescue memorial – Ingram spoke about this, and it is a work in progress, and it is a total revamp and will have more definite plan at the next meeting.
- d. Fire & Rescue billing rates – Meeks spoke about the Medicare allowable billing has increased. Fowler advised the Association committee is still working on reviewing the rates from surrounding areas. Needs to be reviewed every October.

CLOSED SESSION

The Virginia Code legally allows public bodies to enter Closed Session for the protection of the privacy of individuals in personal matters not related to public business. Accordingly, the following Closed Session is proposed:

Legal Authority	Virginia Code § 2.2-3711(A)(4)
Subject Matter:	State investigation of EMS agencies
Purpose:	Discussion of EMS complaints

Motion:

“I make a motion to enter closed Session on above.”

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

RETURN TO OPEN SESSION & CLOSED SESSION CERTIFICATION

The Fire Rescue Commission returned to Open Session and Glenna Caldwell conducted the following Closed Session Certification.

PITTSYLVANIA COUNTY FIRE AND RESCUE COMMISSION
CLOSED MEETING CERTIFICAION

BE IT RESOLVED that at the Meeting of the Pittsylvania County Fire and Rescue Commission (“Commission”) on August 17, 2023, the Commission hereby certifies by a recorded vote that to the best of each Commissioner’s knowledge only public business matters lawfully exempted from the Open Meeting requirements of the Virginia Freedom of Information Act (“Act”) and identified in the Motion authorizing the Closed Meeting were heard, discussed, or considered in the Closed Meeting. If any Commissioner believes that there was a departure from the

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requirements of the Act, he shall so state prior to the vote indicating the substance of the departure. The Statement shall be recorded in the Commission Minutes.

Motion:

“I make a motion to return to open session.”

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Coleman Mayhew – Northeast Quad – Rep.
SECONDER:	James Hollie – Dan River Rep.

	<u>Vote</u>
James Hollie	Yes
Ben Meeks	Yes
Alan Casper	Yes
Ward Rowland	Yes
Tim Cassell	Absent
Bryan Shields	Yes
Coleman Mayhew	Yes
Kermit King	Yes
Steve Stallings	Absent
Bert Sellars	Yes

MATTERS FROM COMMISSIONERS

C. Key – Thanked everyone that participated in the Active Shooter Training Exercise.

W. Rowland – No matters

B. Shields – Thanked men and women that serves across this county.

C. Mayhew – Thanked citizens for their support.

J. Hollie – No matters

B. Sellers – No matters

A. Casper – Thanked the members of this commission. Also, thanks Mr. Tucker for coming to the meeting.

V. Ingram – Thanked Mr. Tucker and Mr. Fox. Grateful for volunteers. Attended the Active Shooter Drill and impressed with the combined effort with Police, Fire and Rescue.

D. Fowler – Remember to keep everyone in your thoughts and prayers.

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B. Meeks – Thanked King and Daniel Kendrick for helping with the meeting tonight. Thanked volunteers. Keep everyone in your prayers, they see a lot. If you need help reach out. Thanked citizens. Glad we are able to work as a team.

K. King – Thanked everyone. Thanked Mr. Tucker and Mr. Fox.

ADJOURNMENT

Motion to adjourn by K King at 8:11p.

DRAFT

PITTSYLVANIA COUNTY FIRE AND RESCUE COMMISSION

Thursday, September 21st, 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.



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EXECUTIVE SUMMARY

Action Item

Agenda Title:	Fire & Rescue Association Report
Staff Contact(s):	Dean Fowler
Agenda Date:	September 21, 2023
Attachment(s):	

SUMMARY:

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

FINANCIAL IMPACT/FUNDING SOURCE

RECOMMENDATION:

MOTION:

PITTSYLVANIA

COUNTY, VIRGINIA

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EXECUTIVE SUMMARY

Action Item

Agenda Title:	Director's Report
Staff Contact(s):	Chris Key
Agenda Date:	September 21, 2023
Attachment(s):	

SUMMARY:

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

- (1) **ATL funding** – Should receive the FY24 money from the state in October
- (2) **Four for Life Funding** – packets have been passed out to each agency for FY24. Due back in March
- (3) **Training** – 2 Firefighter 1 classes starting up.

Recommendation:

Informational purposes only.

Motion:

N/A



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EXECUTIVE SUMMARY**

Agenda Title:	Communications from Board of Supervisors
Staff Contact:	Supervisor Vic Ingram
Agenda Date:	September 21, 2023
Attachment:	

FOR INFORMATIONAL PURPOSES ONLY

SUMMARY:

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



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EXECUTIVE SUMMARY

Action Item

Agenda Title:	County Fire & EMS Billing Rates
Staff Contact(s):	Ben Meeks
Agenda Date:	September 21, 2023
Attachment(s):	

SUMMARY:

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

FINANCIAL IMPACT/FUNDING SOURCE

RECOMMENDATION:

MOTION:



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EXECUTIVE SUMMARY

Action Item

Agenda Title:	Fire & Rescue Complaints
Staff Contact(s):	Ben Meeks
Agenda Date:	September 21, 2023
Attachment(s):	

SUMMARY:

Ben Meeks will lead discussion on the Fire & Rescue complaints

FINANCIAL IMPACT/FUNDING SOURCE

N/A

RECOMMENDATION:

Information purposes only

MOTION:

N/A



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EXECUTIVE SUMMARY

Action Item

Agenda Title:	Volunteer Recruitment & Retention
Staff Contact(s):	Chris Key
Agenda Date:	September 21, 2023
Attachment(s):	

SUMMARY:

Chris Key will lead discussion of Volunteer Recruitment & Retention

FINANCIAL IMPACT/FUNDING SOURCE

RECOMMENDATION:

MOTION:



**FIRE AND RESCUE COMMISSION
EXECUTIVE SUMMARY**

Agenda Title:	Closed Session
Staff Contact:	Chris Key
Agenda Date:	September 21, 2023
Attachment:	None

SUMMARY:

The Virginia Code legally allows public bodies to enter Closed Session for the protection of the privacy of individuals in personal matters not related to public business. Accordingly, the following Closed Session is proposed:

Legal Authority: Virginia Code § 2.2-3711 (A)(4)
Subject Matter: Under performing agencies
Purpose: Discussion of call coverage below 75%

RECOMMENDATION:

Staff recommends the FRC enter Closed Session on the above.

MOTION:

"I make Motion to enter into Closed Session on the above."



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EXECUTIVE SUMMARY

Action Item

Agenda Title:	Closed Session Certification
Staff Contact(s):	Glenna Caldwell
Agenda Date:	September 21, 2023
Attachment(s):	

SUMMARY

Glenna Caldwell, FRC Clerk, will conduct the following FRC Closed Session Certification

PITTSYLVANIA COUNTY FIRE AND RESCUE COMMISSION
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	<u>Vote</u>
James Hollie	Yes/No
Ben Meeks	Yes/No
Alan Casper	Yes/No
Ward Rowland	Yes/No
Tim Cassell	Yes/No
Bryan Shields	Yes/No
Coleman Mayhew	Yes/No
Kermit King	Yes/No
Steve Stallings	Yes/No
Bert Sellars	Yes/No