
PITTSYLVANIA COUNTY FIRE AND RESCUE COMMISSION

Thursday, November 16th, 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 (*October 2023*)
8. Presentation(s) – Blairs F&R – Northpoint Apartment Fire
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 Committee update (*B. Meeks*); (*10 minutes*)
 - C. Recruitment & Retention update (*K. King*); (*10 minutes*)
 - D. VOLSAP program (*B. Meeks*); (*10 minutes*)
14. Other matters from Commission members
15. Adjournment

October 19, 2023
Regular Meeting

**Pittsylvania County Fire and Rescue Commission
Regular Meeting
October 19, 2023**

VIRGINIA: The Regular Meeting of the Pittsylvania County Fire and Rescue Commission was held on October 19, 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	Absent
Vacant	Stauton River	Vacant
Kermit King	Northwest Quad - Rep	Present
Steve Stallings	Southwest Quad -Rep	Present
Coleman Mayhew	Northeast Quad - Rep	Present-phone
Bert Sellers	Southeast Quad - Rep	Present
Vic Ingram	Board of Supervisors Rep	Present
Dean Fowler	F&R Association	Present

AGENDA ITEMS TO BE ADDED

Updated agenda with two items to add under 13 new business.

E. Closed session.

Motion:

“I make a motion to amend agenda for closed session to be added.”

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kermit King – Northwest Quad - Rep
SECONDER:	Alan Casper – Banister – Rep.
AYES:	Hollie, Meeks, Casper, Rowland, Cassell, King, Stallings, Mayhew, Sellers
ABSENT:	Sheilds

APPROVAL OF AGENDA

1. Motion to Approve Agenda

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

MINUTES APPROVAL

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

Motion:

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

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

PRESENTATIONS

Brandon Gautier spoke to represent Special Operations Team – SOT. Trying to get department revitalized. Currently they have \$15,000 in the budget. They are requesting \$15,000 for capital improvement and an additional \$10,000 for training for FY24-25 year. VDFP now requires a new curriculum.

HEARING OF THE CITIZENS

Spencer Nolan resident of Westover district. Spoke about the upcoming election. Important to support people who are going to support us. As a fireman he is supporting Ingram, Whittle, and Fox. Encouraged everyone to get involved.

Frank Fox from the Chatham/Blairs district. He is a candidate, but he wanted to speak on the resolution created last month to communicate with the Board of Supervisors. With the provider complaint process. Feels that commission should be involved in complaint process as well as service agreement.

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Joshua Jennings from the Chatham/Blairs district. Landowner and business owner Tunstall District. Spoke about Volunteers saving the county money. Spoke about the commission and Chiefs are doing a great job. People need to have reassurance that everything is being funded, everybody is where they are supposed to be, and the volunteers' needs are being met.

FIRE AND RESCUE ASSOCIATION REPORT

Chief Fowler had nothing to report.

COUNTY STAFF REPORTS

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

Summary:

1. **ATL funding** – Packets have been delivered to all stations for FY24.
2. **Four for Life Funding** – packets have been passed out to each agency for FY24.
3. **Training** – 2 Firefighter 1 classes up and running. Basic Pump Ops – March 2024, Rural Water Supply – April 2024.
4. **Fire Prevention Week** – was October 8-14. Had many fire safety programs throughout the county done.
5. **Career Day** – done at ODAC on September 27 & 28, 2023. Collected and distributed volunteer interest forms received that day.

SCBA testing sent out should be lined up in the next two months. and FIT test machine is out for calibration back running first of November.

UNFINISHED BUSINESS

Meeks spoke about the motion that was to be taken to the board about the complaint process. Request Key and Ingram take it to the board.

NEW BUSINESS

- a. Board of Supervisors Communications – Vic advised nothing to report this month.
- b. Budget Committee update – Meeks spoke about the meeting, went through the budget line by line. They got about halfway through the document. Will be some increases they are going to ask for. CIP needs to be in Nov. 1st.
- c. Recruitment & Retention update – King advised nothing to report at this time.

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- d. CIP Fire & Ambulance Rotation – Key spoke about the rotations, so they are prepared.
Document was included in Agenda.
Meeks spoke about the point system.
Fowler spoke about the current truck does not have an hour meter. We are going to need to look at that. Convert the miles back to hours.

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:	Letter from a concerned citizen
Purpose:	Review and discussion

Motion:

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

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

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 October 19, 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 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:	Alan Casper – Banister – Rep.
SECONDER:	Kermit King - Northwest Quad. – Rep.

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

No action to take on the closed session matter tonight. No concerns that need to be reported any higher. There is no concern to public safety and to our fire and rescue services.

MATTERS FROM COMMISSIONERS

D. Fowler – Keep volunteers in thoughts and prayers. FF1 students are putting in a lot of time and effort. Encourage them.

V. Ingram – Grateful for the volunteers.

A. Casper – Thankful guest tonight that spoke. Nice to know that they are appreciated.

B. Sellers – Thanked everyone for speaking tonight. Hope everyone recognizes who is there and supports the volunteers.

J. Hollie – Thanked board members and the ones that spoke tonight that expressed concern and support.

C. Key – No matters

W. Rowland – Appreciates volunteers.

S. Stallings – Thanked volunteers and police officers.

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T. Cassell – Thanked everyone for coming out and supporting us.

C. Mayhew – Thanked fellow commissioners.

K. King – Thanked volunteers for the job they do. Thanked everyone that came out.

B. Meeks – Thanked to all thank came and spoke, good luck. Thanked this body. Thanked Chris, Scott, and Kasey. Keep volunteers in your prayers. Spoke about those taking classes, running calls, and fundraising and all the time and effort that volunteers are putting in. This happens all over the county. Good luck to everyone in the election.

ADJOURNMENT

Motion to adjourn by B. Meeks 7:41p.

DRAFT

PITTSYLVANIA COUNTY FIRE AND RESCUE COMMISSION

Thursday, November 16th, 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:	November 16, 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:	November 16, 2023
Attachment(s):	

SUMMARY:

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

- (1) **SCBA**- Fit testing machine has been calibrated and returned.
- (2) **SCBA packs** – The purchase order has been completed and Sur-Flo should be contacting each dept to have their SCBA yearly flow test done
- (3) **Radio PM** – has been completed for the year
- (4) **Training** – We will be having a VDFP funded Basic Pump Ops and Rural Water Supply classes in the spring.

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:	November 16, 2023
Attachment:	

FOR INFORMATIONAL PURPOSES ONLY

SUMMARY:

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

The Boards next meeting will be Tuesday November 28, 2023, due to the Thanksgiving holidays.



FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Budget Committee Update
Staff Contact(s):	Chris Key
Agenda Date:	November 16, 2023
Attachment(s):	

SUMMARY:

Ben Meeks will give an update from the Budget Committee.

FINANCIAL IMPACT/FUNDING SOURCE

RECOMMENDATION:

MOTION:



FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Recruitment & Retention update
Staff Contact(s):	Chris Key
Agenda Date:	November 16, 2023
Attachment(s):	

SUMMARY:

Kermit King will lead discussion of Recruitment & Retention Committee update

FINANCIAL IMPACT/FUNDING SOURCE

RECOMMENDATION:

MOTION:



FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Volsap Program
Staff Contact(s):	Chris Key
Agenda Date:	November 16, 2023
Attachment(s):	

SUMMARY:

Ben Meeks will give an update on the Volsap Program.

FINANCIAL IMPACT/FUNDING SOURCE

RECOMMENDATION:

MOTION: