
PITTSYLVANIA COUNTY FIRE AND RESCUE COMMISSION

Thursday, January 18th, 2024, 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. Chairman Nomination and Election**
 - a. Nomination and Chairman Election
 - b. Turn meeting over to New Chairman
- 8. Vice Chairman Nomination and Election**
 - a. Nomination and Vice-Chairman Election
- 9. Minutes Approval (*November 2023*)**
- 10. Presentation(s)**
- 11. Hearing of the Citizens**
- 12. Fire and Rescue Association Reports (*D. Fowler*); (*10 minutes*)**
- 13. County Staff Reports (*C. Key*); (*5 minutes*)**
- 14. Unfinished Business**

15. New Business

- A. Board of Supervisors Communications (*V. Ingram*); (10 minutes)**
- B. Fire & Rescue Memorial update (*V. Ingram*); (10 minutes)**
- C. Budget Committee update (*B. Meeks*); (10 minutes)**
- D. Recruitment & Retention update (*K. King*); (10 minutes)**
- E. Insurance discussion (*B. Meeks*); (10 minutes)**
- F. Chatham Rescue CIP request ambulance (*E. Reagan*); (10 minutes)**
- G. Ringgold Fire & Rescue CIP request ambulance (*M. Neal*); (10 minutes)**
- H. CIP Ambulance replacement formula (*B. Meeks*); (10 minutes)**
- I. CIP Fire Apparatus rotation review (*B. Meeks*); (10 minutes)**
- J. By Law proposal - change of meeting night (*B. Meeks*); (10 minutes)**
- K. Adoption of Bylaws (*B. Meeks*); (10 minutes)**
- L. 2024 Meeting Schedule adoption (*B. Meeks*); (10 minutes)**

16. Other matters from Commission members

17. Adjournment



FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Nomination and Chairman Election
Staff Contact(s):	Chris Key
Agenda Date:	January 18, 2024
Attachment(s):	

SUMMARY:

Open floor for nominations and election for Chairman of Fire & Rescue Commission

FINANCIAL IMPACT/FUNDING SOURCE

RECOMMENDATION:

MOTION:



FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Nomination and Vice-Chairman Election
Staff Contact(s):	Chris Key
Agenda Date:	January 18, 2024
Attachment(s):	

SUMMARY:

Open floor for nominations and election for Vice Chairman of Fire & Rescue Commission

FINANCIAL IMPACT/FUNDING SOURCE

RECOMMENDATION:

MOTION:

November 16, 2023
Regular Meeting

Pittsylvania County Fire and Rescue Commission
Regular Meeting
November 16, 2023

VIRGINIA: The Regular Meeting of the Pittsylvania County Fire and Rescue Commission was held on November 16, 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	Staunton 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	Present
Mike Neal	F&R Association	Present

AGENDA ITEMS TO BE ADDED

None

APPROVAL OF AGENDA

1. Motion to Approve Agenda

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

MINUTES APPROVAL

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

**FIRE AND RESCUE COMMISSION
NOVEMBER 16, 2023**

Motion:

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

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

PRESENTATIONS

Steven Barts, Deputy Chief of Administration Blairs Fire and Rescue presented. Heart felt condolences to those who were affected by the catastrophic events of Sunday morning. This fire resulted in no loss to human life. Like to express gratitude to all responders, everyone. He spoke about the initial response and went over the first 10 minutes of the call. Seconds count. The timeline was discussed. Enroute – 911 calls, CECOM taking calls of people along with multiple calls reporting the fire. Dispatchers advised responders of persons trapped and their locations. Arrival of E342 and L34 found a 3 story 200 x 65 apartment complex with “A” side well involved. Multiple civilians were trapped on the 3rd floor and occupants were actively jumping. Est. 30,000 ft of occupied space. At the 2:35 minute mark of being on scene, firefighters transported a 35-foot ground ladder nearly 100 years, threw it to the “B” side and effected the rescue of 2 trapped occupants from Apt 302. Manpower was limited at this point. At the 6:20 minute mark of being on scene firefighters threw an additional 35-foot ladder on the “C” side and effected the rescue of 3 trapped occupants. Fire spread at this point 1st – 3rd floor on the back side and stairwells were involved. At the 6:45 minute mark of being on scene water was put on the fire. Simultaneous to the rescues, firefighters were stretching handlines and beginning to extinguish the fire. Water supply was an issue. Danville’s E5 was able to lay a line in from a city hydrant to get more water access. There are many lessons to be learned from this. There are at minimum 5 people walking the earth today that wouldn’t be here otherwise.

HEARING OF THE CITIZENS

Mr. Robert Tucker, Banister district Board of Supervisor representative, spoke on behalf of the citizens that reside at North Pointe. Sincerely thanked everyone from the bottom of their hearts. Recognize and appreciate firefighters running to danger. There was a miracle that there was no loss to life. Water and parking problems were recognized and want to address them. Would like to express gratitude to the community at large for the support and supplies for those in need.

FIRE AND RESCUE ASSOCIATION REPORT

Chief Neal thanked Mr. Barts for the presentation. Thanked Mr. Tucker. Several big fires have been over the county in the last couple of days. Everyone is working together. Reminded everyone of the wildfires across the state, we have the same conditions here. Since December of last year Ringgold buried 2 firefighters/EMTs, it's heart breaking, also remember Eanes and Johnson families them in your prayers. Strong Brotherhood and love in the county.

COUNTY STAFF REPORTS

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

Summary:

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 department 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 Pumps Ops and Rural Water Supply classes in the spring.

We are under a State of Emergency due to the drought conditions, there is a complete Burn Ban, and 3 stations are being paged on initial dispatch.

UNFINISHED BUSINESS

None

NEW BUSINESS

- a. Board of Supervisors Communications – Vic Ingram spoke about the response and support of the volunteers. No greater love and Matthew 25:35 was spoken about. Memorial update, they will get going after the first of the year with Sellers, Shields, and Meeks. December meeting, they will have a presentation. A name is needed, Pittsylvania County Fire and Rescue Memorial. There must be bylaws and 501c3 status as well. The cost may be \$25,000 or more. There are a lot of particulars that go into this process.
- b. Budget Committee update – Meeks spoke about meeting with Key, Hutcherson, Fowler, and Stallings. Right now, the CIP budget requests have been submitted and the rest of the budget will be submitted on the first of January. CIP fund requests have been submitted. Looking to get another 100 portable radios, due to end of life. Fire apparatus replacement increase of \$50,000 and ambulance replacement increase of \$50,000 also. Bringing them both to \$100,000.

**FIRE AND RESCUE COMMISSION
NOVEMBER 16, 2023**

- c. Recruitment & Retention update – King advised that there has been some discussion. Hoping to have a meeting and get back with the commission. They are requesting anyone with ideas to bring it to them.
- d. VOLSAP program – Meeks spoke about this program through the State of Virginia to put monies towards as a volunteer and draw a retirement. This option is available. It was brought up at the Association level, 2 agencies wanted to participate.

MATTERS FROM COMMISSIONERS

C. Key – No matters

W. Rowland – Appreciates volunteers they are exceptional.

S. Stallings – Appreciated the presentation. Looking forward to good things.

B. Shields – Thanked Mr. Barts and Blairs FD. All agencies came together. To the men and women across this county, your work does not go unnoticed. Thanked everyone, Mr. Tucker, elected and newly elected officials.

T. Cassell – Thanked everyone for what they do. Everyone came together.

C. Mayhew – Thanked volunteers. Sympathy to everyone who has lost family members.

M. Neal – No matters

A. Casper – Congratulations to the newly reelected Board of Supervisors

B. Sellers – Thanked Mr. Barts. Thanked the Board members.

J. Hollie – Thanked Steven. Great job by all the firefighters at North Pointe.

K. King – Thanked volunteer. Great job Mr. Barts. Great job Blairs if it starts good it ends good. Thanked everyone for what they did at North Pointe.

B. Meeks – Thanked commissioners. Thanked volunteers and Steven. Appreciated all volunteers who responded. At least 5 people are walking tonight because of our volunteers. A good foundation was set. Thanked Mr. Tucker. Congratulations to all who won elections. Sympathy to everyone who has lost loved ones. Thank you to all mutual aid departments. Dry conditions do not burn.

ADJOURNMENT

Motion to adjourn by B. Meeks 7:33p.

PITTSYLVANIA COUNTY FIRE AND RESCUE COMMISSION

Thursday, January 11th, 2024, 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.

PITTSYLVANIA COUNTY FIRE AND RESCUE COMMISSION

Thursday, January 18th, 2024, 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:	January 18, 2024
Attachment(s):	

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

Agenda Title:	Director's Report
Staff Contact(s):	Chris Key
Agenda Date:	January 18, 2024
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** – Testing was completed in December
- (3) **Four for Life Money** – Set to be released by the Governor
- (4) **Virginia Dept of Forestry** – Volunteer Fire Assistance Grant deadline March 31, 2024
- (5) **JT/Minnie Maude Grant** – Deadline is February 1, June 1, October 1 each year
- (6) **The Community Foundation of the Dan River Region** – Grant cycle opens June 1
- (7) **Training** – Firefighter 1 classes are finishing up with Live Burn and then testing left to do. We will be having a VDFP funded Basic Pump Ops and Rural Water Supply classes in March/April.
- (8) **New portable radios** – had to get new quote and send to procurement

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:	January 18, 2024
Attachment:	

FOR INFORMATIONAL PURPOSES ONLY

SUMMARY:

At the Board of Supervisors' ("Board") January 2024 Business Meeting, the Board decided the following issues related to the County's Volunteer Fire and EMS Agencies:

The Board of Supervisors' next meeting will be Tuesday February 20, 2024.



FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Fire & Rescue Memorial
Staff Contact(s):	Chris Key
Agenda Date:	January 18, 2024
Attachment(s):	

SUMMARY:

William "Vic" Ingram 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:	Budget Committee Update
Staff Contact(s):	Chris Key
Agenda Date:	January 18, 2024
Attachment(s):	(1; FRA/FRC budget committee proposal)

SUMMARY:

Ben Meeks will give an update from the Budget Committee.

FINANCIAL IMPACT/FUNDING SOURCE

RECOMMENDATION:

MOTION:

FY 25 FRA/FRC Budget recommendations

CIP Funds

- 100 portable radios - \$180,000 (\$40,000 raise)
- Fire apparatus replacement (2) – Engine/Tanker (Current \$200k each)-raise to \$250,000 x2 = \$500,000 (\$100,000 raise - \$50K each).
- Ambulance replacement (2) (Current \$125K each) - \$175,000 x 2 = \$350,000 (\$100,00 raise - \$50k each)

Insurance – Raise to \$350,000 (\$35k raise)

Base Funding – raise from \$26,500 to \$31,800 (20% raise) (Additional \$169,600)

EMS responses supplement – Increase to \$50/call (Currently \$25/call - \$205,000) (Additional \$205,000)

Fire responses supplement - \$15/call – (Additional \$60,000)

EMS Service Contracts – Yearly inspection and maintenance of EMS equipment to include the following: (Additional \$212,800)

1. EKG Monitors – 28 x \$2,200 = \$61,600
2. Stretchers – 28 x \$1,600 = \$44,800
3. Power load system in ambulances – 28 x \$2100 = \$58,800
4. Lucas CPR devices 28 x \$1,700 = \$47,600

Fire Service Contracts: Yearly inspection and maintenance of Fire equipment to include the following: (Additional \$179,000)

1. Yearly Aerial apparatus testing and inspection for 4 Ladder Trucks
 - a. \$1,500 x4 = \$6,000
2. SCBA Compressor Testing & Maintenance
 - a. \$1,000 x 17 = \$17,000
3. Pump Testing & Maintenance
 - a. \$500 x 62 Engines/Tankers = \$31,000
4. Hose Testing & Maintenance
 - a. \$5,000 x 21 depts. = \$105,000
5. Ground Ladder Testing & Maintenance
 - a. \$100 x 200 ladders = \$20,000

Training – raise to \$65,000 (\$5k raise)

SOT - \$15K in CIP/ 10K in training

PITTSYLVANIA

COUNTY, VIRGINIA

FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Recruitment & Retention update
Staff Contact(s):	Chris Key
Agenda Date:	January 18, 2024
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:	Insurance Discussion
Staff Contact(s):	Chris Key
Agenda Date:	January 18, 2024
Attachment(s):	

SUMMARY:

Ben Meeks will lead discussion on the insurance.

FINANCIAL IMPACT/FUNDING SOURCE

RECOMMENDATION:

MOTION:



FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Chatham Rescue CIP request
Staff Contact(s):	Chris Key
Agenda Date:	January 18, 2024
Attachment(s):	(2; Ambulance CIP worksheet)

SUMMARY:

Ethan Reagan will present a CIP request for funding for an ambulance replacement

FINANCIAL IMPACT/FUNDING SOURCE

CIP funding request of \$125,000 (possibly \$175,000)

RECOMMENDATION:

MOTION:

Ambulances shall be recommended for funding based on a formula that considers the last time the agency received County capital funds for an ambulance, the age of the ambulance being replaced, the amount of engine hours on the ambulance, call volume, and bonus points for remounting an ambulance to a new chassis.

Departments		Chatham Rescue Squad Inc.	
vehicle being replaced		Rescue 127 Replacement	
(Any vehicle being replaced by CIP funding must be at least 7 yrs old)			
mileage			94,719.5
Agency last CIP award of Ambulance			FY2011
			points
Last FY year funded			
1 point for every year past		1 point	12 0
1 point for age of vehicle			
(current yr - vehilce yr)		1 point	12 0
Engine hours			
1 point for every 100 hours			
hours: <u>1,578</u>			
#hour / 100		1 point	15 0
(1 hour of run time is average for 60 miles)			
3 points for ever 100 calls (answered by transport vehicles in previous FY)			
number of calls for agency:	1,047		
#calls/100	10	3 points	30 0
5 bonus points for remounting			
yes/no	No	5 points	0
total points *			69 0
* Need minimum of 40 points to be eligible for CIP fund			69 Total



FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Ringgold Fire & Rescue CIP request
Staff Contact(s):	Chris Key
Agenda Date:	January 18, 2024
Attachment(s):	(3; Ambulance CIP worksheet)

SUMMARY:

Mike Neal will present a CIP request for funding for an ambulance replacement

FINANCIAL IMPACT/FUNDING SOURCE

CIP funding request of \$125,000 (possibly \$175,000)

RECOMMENDATION:

MOTION:

Request

Ambulances shall be recommended for funding based on a formula that considers the last time the agency received County capital funds for an ambulance, the age of the ambulance being replaced, the amount of engine hours on the ambulance, call volume, and bonus points for remounting an ambulance to a new chassis.

Departments	<i>RINGBOLD VOL. Fire & Rescue</i>		
vehicle being replaced	<i>R-233</i>	<i>TRANSPORT</i>	
<small>(Any vehicle being replaced by CIP funding must be at least 7 yrs old)</small>			
mileage	<i>88,225</i>	<i>12/15/23</i>	
Agency last CIP award of Ambulance	<i>2019</i>		<i>2024</i>
			points
Last FY year funded	<i>2019</i>		
1 point for every year past		1 point	<i>5</i> 0
1 point for age of vehicle <small>(current yr - vehilce yr)</small>	<i>2008</i>	1 point	<i>14</i> 0
Engine hours 1 point for every 100 hours			
hours: _____ <i>mileage</i>			
#hour / 100	<i>87.225</i>	1 point	<i>14.5</i> 0
<small>(1 hour of run time is average for 60 miles)</small>			
<i>100 HR - 6000 miles</i>			
3 points for ever 100 calls (answered by transport vehicles in previous FY)			
number of calls for agency:	<i>876</i>		
#calls/100		3 points	<i>26.0</i> 0
5 bonus points for remounting			
yes/ <input checked="" type="radio"/> no <input type="radio"/>	<i>NO</i>	5 points	<i>0</i>
total points *		<i>TOTAL</i>	<i>61.5</i> 0

* Need minimum of 40 points to be eligible for CIP fund

Cover 11,000 citizens - 5 - Communities - 3 IND - PARKS & 3 - Schools

*Chief Neal
434-433-7082*

BUSINESS SAVVY. PEOPLE FRIENDLY.



FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Ambulance CIP Formula
Staff Contact(s):	Chris Key
Agenda Date:	January 18, 2024
Attachment(s):	(4; SOG Finance – 02 page 3)

SUMMARY:

Ben Meeks will lead discussion of Ambulance CIP Formula

FINANCIAL IMPACT/FUNDING SOURCE

RECOMMENDATION:

MOTION:

Ambulances shall be recommended for funding based on a formula that considers the last time the agency received County capital funds for an ambulance, the age of the ambulance being replaced, the amount of engine hours on the ambulance, call volume, and bonus points for remounting an ambulance to a new chassis.

Departments			
vehicle being replaced			
(Any vehicle being replaced by CIP funding must be at least 7 yrs old)			
mileage			
Agency last CIP award of Ambulance			
			points
Last FY year funded			
1 point for every year past		1 point	0
1 point for age of vehicle			
(current yr - vehilce yr)		1 point	0
Engine hours			
1 point for every 100 hours			
hours: _____			
#hour / 100		1 point	0
(1 hour of run time is average for 60 miles)			
3 points for ever 100 calls (answered by transport vehicles in previous FY)			
number of calls for agency:			
#calls/100		3 points	0
5 bonus points for remounting			
yes/no		5 points	
total points *			0
* Need minimum of 40 points to be eligible for CIP fund			



FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Fire Apparatus CIP Rotation
Staff Contact(s):	Chris Key
Agenda Date:	January 18, 2024
Attachment(s):	(5; SOG Finance - 02)

SUMMARY:

Ben Meeks will lead discussion of Fire Apparatus CIP Rotation

FINANCIAL IMPACT/FUNDING SOURCE

RECOMMENDATION:

MOTION:

Fire and Rescue Standard Operating Guidelines

Subject	CIP Apparatus Rotation and Ambulance Replacement
SOG Number	Finance – 02
Effective Date	June 22, 2021
Approved	<i>Christopher Slemp, Director</i>

Purpose:

To establish a standard operating guide for the use of the County’s Capital Improvement Funds regarding fire apparatus and ambulance replacement.

Scope:

This standard operating guideline shall be applicable to volunteer agencies wishing to use the County’s Capital Improvement Funds for Fire and EMS apparatus.

Guideline:

Fire apparatus shall be recommended funded on a rotation based on the last time the agency received funding. If an agency passes on their opportunity the funding would be available to the next agency on the list. The agency passing on funding would remain in the same priority position for the next year’s funding.

Jun-21	most recent year funded	Recommended Future funding
#1 Mt Hermon FD	FY09	FY23
#2 Climax FD	FY10	FY23
#3 Laurel Grove FD	FY10	FY24
#4 Riverbend FD	FY11	FY24
#5 Dry Fork FD	FY11	FY25
#6 Keeling	FY13	FY25
#7 Kentuck FD	FY14	FY26
#8 Riceville/Java	FY15	FY26
#9 Callands	FY15	FY27
#10 Hurt	FY16	FY27
#11 Chatham	FY17	FY28
#12 Bachelors Hall	FY18	FY28

#13 Renan	FY18	FY29
#14 Blairs	FY19	FY29
#15 Ringgold	FY19	FY30
#16 Gretna	FY20	FY30
#17 Cool Branch	FY20 not paid out yet	FY31
#18 Tunstall	FY21	FY31
#19 Brosville	FY21	FY32
#20 Mt. Cross FD	FY05, FY22*	FY32
#21 Cascade	FY13, FY22*	FY33
*being funded in FY22		



FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Fire and Rescue Commission Change of Bylaws
Staff Contact(s):	Chris Key
Agenda Date:	January 18, 2024
Attachment(s):	(6, Bylaws)

SUMMARY:

Discussion for possible change of day for holding Fire & Rescue Commission meetings..

Refer to Article VI. Meetings 6.1

Refer to Article VIII. Agendas 8.1.

FINANCIAL IMPACT/FUNDING SOURCE

None

RECOMMENDATION:

MOTION:

BY-LAWS AND RULES OF PROCEDURE OF THE PITTSYLVANIA COUNTY FIRE AND RESCUE COMMISSION

ARTICLE I. NAME; OFFICES; RECORDS

1.1. Name. The name of this organization shall be the Fire and Rescue Commission of the County of Pittsylvania, Virginia (the "Commission").

1.2. Office. The principal office (the "Office") of the Commission shall be located at 1 Center Street, Chatham, Virginia 24531. The Office's mailing address shall be P.O. Box 426, Chatham, Virginia 24531.

1.3. Records. Except as otherwise required specified, or as the business of the Commission may require, all of the books and records of the Commission shall be kept at the Office. Said Commission documents shall be open and available for public inspection at all times during normal business hours, and copies of the same shall be produced to any Virginia citizen pursuant to the Virginia Freedom of Information Act.

ARTICLE II. PURPOSE

2.1. The Commission's purpose is to provide recommendations regarding the County's Fire and EMS system; oversee strategic planning efforts; and provide a mechanism for collaboration and coordination among the Public Safety Department, volunteer fire companies and rescue squads, and the Board of Supervisors on issues impacting fire and emergency medical services. The Commission shall work with the Public Safety Director, or his designee, on these issues, and the Public Safety Department shall provide Staff support to the Commission. The Commission shall submit such recommendations and reports to the Board of Supervisors as needed. The Commission shall assist with the development of the Fire and Rescue Services Annual Budget and Capital Improvement Projects. The Commission shall serve as a partner with the Department of Public Safety. Together, they should serve as a centralized unit responsible to the Board of Supervisors for all Fire and EMS issues throughout the County.

ARTICLE III. VISION AND MISSION STATEMENTS

3.1. Vision Statement. The Pittsylvania County Fire and Rescue Commission envisions an emergency services system that provides a high degree of excellence using volunteers and staff who demonstrate a great degree of professionalism and sincere care to the citizens of Pittsylvania County.

3.2. Mission Statement. It is the mission of the Pittsylvania County Fire and Rescue Commission to continually improve and seek excellence in fire and rescue services through a "one service, one team" approach encompassing the Board of Supervisors, the Commission, County Staff and the County's volunteer fire and rescue agencies that meet the needs of the County's citizens while remaining cost efficient.

ARTICLE IV. MEMBERS; TERMS

4.1. The Commission shall be composed of thirteen (13) Members and appointed as follows: (i) Each Board of Supervisors Member shall appoint one (1) Commission Member, who has significant Fire and/or EMS experience, from his/her County Election District. (ii) The Fire and Rescue Agencies in each of the below quadrants of the County shall also recommend to the Board of Supervisors the following citizen Members to be appointed to the Commission that have significant business experience: One (1) Member located West of Highway 29 and North of Highway 57; One (1) Member located East of Highway 29 and North of Highway 57; One (1) citizen Member from east of Highway 29, South of R and L Smith Road to its intersection with Franklin Turnpike, East of Franklin Turnpike, and East of the City of Danville, and South of Highway 57; and One (1) citizen Member from West of Highway 29, North of R and L Smith Road, West of Franklin Turnpike and West of the City of Danville and South of Highway 57. The Chairman of the Board of Supervisors, during the Board of Supervisors' annual Organizational Meeting, shall appoint one (1) Board of Supervisors Member to the Commission. Said Member shall not be a voting member of the Commission. (iv) The President and/or Chairman of the County's Fire and Rescue Association ("FRA") shall also serve on the Commission but shall only vote in case of a tie vote on the Commission. No member of the Commission shall be an employee of Pittsylvania County.

4.2. Terms. Initially, terms shall be determined by a drawing of lots at the Commission's first Organizational Meeting, the eleven (11) appointed members (not to include the Fire and Rescue Association representative and the Board of Supervisors representative) shall be appointed for initial terms as follows: 5, 1-year terms, 4, 2-year terms, and 3, 4-year terms, and, thereafter, each member shall serve for four (4) year terms.

ARTICLE V. OFFICERS; REORGANIZATIONAL MEETING; DUTIES

5.1. Officers/Reorganizational Meeting. At the Regular Commission Meeting in January of each year (the "Reorganizational Meeting"), or at any other time as determined by a majority of the Commission, there shall be elected a Chairman and Vice-Chairman to serve for a period of one (1) year expiring on December 31st, or until replaced by Board Membership. Nominations require a second and a vote. A majority vote of the Members present is required for a candidate to be elected.

5.2. Duties. It shall be the Chairman's duty to preside at all Commission Meetings, and to maintain the orderly conduct thereof. In the event of the absence of the Chairman, the Vice-Chairman shall preside over Meetings. The Chairman and Vice-Chairman shall continue to be a voting member of the Commission. The Chairman may, from time-to-time, appoint committees for a specific purpose with a limited duration.

ARTICLE VI. MEETINGS

6.1. Meetings. The Commission shall regularly meet, at a minimum, on the second (2nd) Thursday of each odd numbered month. The Meeting location shall be determined either at the Commission's Reorganizational Meeting or in the Notice of each Meeting. The Commission shall

also be authorized to set dates for other Meetings pursuant to the consent of the majority of the Commission.

6.2. Notice of Meetings. Three (3) days' written Notice of all Regular or Special Meetings of the Commission stating the time and place and in the case of a Special Meeting, the purpose thereof, shall be given by mailing the same to each Commissioner at his residence or business address or by electronic mail, if requested by the Commissioner. If mailed, such Notice shall be deemed to be delivered when deposited in the United States Mail so addressed with postage prepaid. Notwithstanding the foregoing, no Notice need be given to hold a legally constituted Special Meeting, if all the Commissioners are present or sign a Waiver of Notice.

6.3. Waiver of Notice. Whenever any Notice is required to be given to any Commissioner of any Meeting under these By-Laws, a Waiver thereof in writing signed by all of the Commissioners, whether before or after the time stated therein, shall be equivalent to the giving of such Notice. The attendance of a Commissioner at a Meeting shall constitute a Waiver of Notice of such, Meeting, except where a Commissioner attends a Meeting for the express purpose of objecting to the transaction of any business, because the Meeting was not lawfully called or convened.

6.4. Attendance: Commission Members may miss no more than three (3) regularly scheduled Commission Meetings in a calendar year. If a Commission Member does miss more than three (3) regularly scheduled Commission Meetings in a calendar year, the Commission shall forward said information to the Board for potential removal by the Board of said Commission Member.

6.5 Remote Participation in Board Meeting: As authorized by § 2.2-3708.2, Code of Virginia, 1950, as amended, the Commission shall allow the participation of Commission Members in a Meeting through electronic communication means from a remote location that is not open to the public subject to complying with all parts of the following written policy:

1. On or before the day of a Meeting, the Commission Member shall notify the Commission Chairman that the Commission Member is unable to attend the Meeting due a personal matter, and the Commission Member shall identify with specificity the nature of the personal matter, or the Commission Member shall notify the Commission Chairman that the Commission Member is unable to attend a Meeting due to a temporary or permanent disability or other medical condition that prevents the Commission Member's physical attendance. The Commission shall record the specific nature of the personal matter or fact of temporary or permanent disability, and the remote location from which the absent Commission Member participated in its minutes.

2. If the absent Commission Member's remote participation is disapproved, because such participation would violate the strict and uniform application of this written policy, such disapproval shall be recorded in the Commission's Minutes.

3. Such participation by the absent Commission Member shall be limited in each calendar year to two (2) Meetings.

4. A quorum of the Commission shall be physically assembled at the primary or central meeting location.

5. The Commission shall arrange for the voice of the absent Commission Member to be heard by all persons in attendance at the primary or central Meeting location

6.6. Hearing of the Citizens. All Hearing of the Citizens shall be conducted as follows: 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 Commission more than once during Hearing of the Citizens. All remarks shall be addressed to the Commission as a body and not to any individual Commissioner 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 Commission Meeting.

6.7. Presentations. Unless additional time is granted by the Chairman, all presentations to the Commission shall be limited to a maximum of ten (10) minutes.

6.8. Quorum and Method of Voting. At any Commission Meeting, a majority of the Commissioners present shall constitute a quorum (meaning at least seven (7) Commissioners). All formal Motions submitted to the Commission for decision shall be determined by a *viva voce* vote or approved electronic voting method of at least seven (7) Commissioners, regardless of the number of Commissioners present at Meeting. The name of each Commissioner voting and how he/she voted must be recorded. Each Commission Member present when a Motion is put to vote shall vote "yes" or "no." No Commission Member shall be excused from voting, except on matters involving the consideration of his/her own official conduct, where his/her own financial interests are involved, or where he/she may have a conflict of interest, pursuant to the Virginia State and Local Government Conflict of Interests Act.

6.9. Closed Meetings. Closed Meetings of Commission shall be allowed by, and conducted in accordance with, the Virginia Freedom of Information Act.

6.10. Matters from Commissioners. The Matters from Commissioners Agenda Section shall be used for individual Commissioners to share information with other Commissioners and/or the public. No official action may take place during this Agenda Section.

6.11. Fire and Rescue Association Report. The Fire and Rescue Association Report shall be in written form and included in the Commission's Agenda Packet.

ARTICLE VII. PARLIAMENTARY PROCEDURE

7.1. All such Meetings shall be open to the public and shall be conducted in an orderly fashion with the most recent edition of *Robert's Rules of Order* being used for parliamentary procedure purposes.

ARTICLE VIII. AGENDAS

8.1. Agendas shall be prepared by the Director of Public Safety, or his designee, and used at all Commission Meetings. All items requested to be placed on the agenda shall be submitted in writing to the Director of Public Safety, or his designee, at least ten (10) working days before the Meeting; however, Commission Members may make oral requests within said ten (10) working day period. Any items received after that time shall appear on the next Regular Commission Meeting's Agenda, unless a majority of the Board present vote to place such items on the current Agenda.

ARTICLE IX. MEETING ORDER

9.1. The following shall be the Meeting Order of all Commission Regular Meetings:

Call to Order

Moment of Silence

Pledge of Allegiance

Roll Call

Revisions/Additions to Agenda

Approval of Agenda

Presentations

Hearing of the Citizens

Fire and Rescue Association Report

County Staff Reports

Unfinished Business

New Business

Matters from Commissioners

Adjournment

ARTICLE X. AMENDMENTS

10.1. These By-Laws may be amended, added to, altered, or repealed, in whole or in part, by Commission Members at any Commission Meeting, provided that Notice of the proposed amendment, addition, alteration, or repeal is given in the Notice of the Call of such Meeting, and such Notice is provided to all Commission Members in writing not less than one (1) week prior to the holding of such Meeting.

Adopted this day October 25, 2022.



FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Adoption of FRC Bylaws
Staff Contact(s):	Chris Key
Agenda Date:	January 18, 2024
Attachment(s):	

SUMMARY:

Ben Meeks will lead discussion on the adoption of the Fire & Rescue Commission Bylaws.

FINANCIAL IMPACT/FUNDING SOURCE

RECOMMENDATION:

MOTION:



FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Fire & Rescue 2024 Schedule Adoption
Staff Contact(s):	Chris Key
Agenda Date:	January 18, 2024
Attachment(s):	

2024 Proposed Meeting Schedule

January 11, 2024

February 8, 2024

March 14, 2024

April 11, 2024

May 9, 2024

June 13, 2024

July 11, 2024

August 8, 2024

September 12, 2024

October 10, 2024

November 14, 2024* schedule conflict due to Veterans' holiday

December 12, 2024