
PITTSYLVANIA COUNTY FIRE AND RESCUE COMMISSION

Thursday, April 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. Minutes Approval (*March 2024*)
8. Presentation(s) - Mark Bowery -VFIS Insurance
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 & Rescue Memorial update (*V. Ingram*); (*10 minutes*)
 - C. Recruitment & Retention update (*K. King*); (*10 minutes*)
 - D. Drug Box Committee update (*B. Meeks*); (*10 minutes*)
 - E. Budget Discussion (*B. Meeks*); (*10 minutes*)
 - F. Fire and Rescue Study update (*B. Meeks*); (*10 minutes*)
14. Other matters from Commission members
15. Adjournment

March 21, 2024
Regular Meeting

**Pittsylvania County Fire and Rescue Commission
Regular Meeting
March 21, 2024**

VIRGINIA: The Regular Meeting of the Pittsylvania County Fire and Rescue Commission was held on March 21, 2024, in the Board Meeting Room, 39 Bank Street, SE, Chatham, Virginia. Chairman Ben Meeks, called the meeting to order at 6:30 PM. The following members were present:

Attendee Name	Title	Status
Jimmy Adkins	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	Absent
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 REVISED OR ADDED

- Remove E. 640 area EMS responses.
- Move F. 2024 Meeting Schedule adoption to E.
- Add F. Proposed Budget
- Add G. Fire and Rescue Study

Motion:

“I make a motion to amend agenda.”

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

APPROVAL OF AGENDA

1. Motion to Approve Agenda

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

MINUTES APPROVAL

1. January 2024 FRC Meeting Minutes Approval (Staff Contact: Christopher Key)

Motion:

“I make a motion to approve the attached January 2024 FRC minutes as presented.”

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

PRESENTATIONS

None

HEARING OF THE CITIZENS

None

FIRE AND RESCUE ASSOCIATION REPORT

Chief Neal welcomed Jimmy Adkins’ 25 years with City of Danville and over 35 years of experience. Prayers for Jimmy Hollie as he has some health issues. Spoke about the Fire and Rescue Association meeting last night talked about having a committee made up of one member

**FIRE AND RESCUE COMMISSION
MARCH 21, 2024**

from each transporting agency to discuss the new drug box regulations and the direction that each agency should go in.

COUNTY STAFF REPORTS

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

Summary:

1. **Four for Life Money** – Is due by March 31, 2024, still 5 agencies that need to turn it in.
2. **Virginia Dept of Forestry** – Volunteer Fire Assistance Grand deadline March 31, 2024.
3. **Fire & Rescue Study** – ESCI has been awarded the Fire and Rescue Study. Information packets were sent to all departments on March 7, 2024. Once all information is collected and returned, station visits will be scheduled.
4. **New portable radios** – are in and being programmed for distribution in April.

UNFINISHED BUSINESS

None

NEW BUSINESS

- A. Board of Supervisors Communications – Vic Ingram spoke about the budget being a work in progress.
- B. Fire & Rescue Memorial update – Ingram spoke about submitting a concept design to the Town of Chatham. Share it with them and get their approval then take it back to the Board of Supervisors.
- C. Recruitment & Retention update- King spoke about gathering information from neighboring counties. Meeks spoke about Campbell County looking at a tax rebate through personal property tax. Up to 50 members per department, active, participating. Contact would be the Chief of Evington, W.T. Hall. County currently offers a sticker, savings of \$35.

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D. Drug Box changes – Meeks spoke about the Association meeting last night. Meeks was asked by the Association to chair a committee on this. He is requesting one representative from each transporting department contact him so a meeting can be set to start looking at this. Virginia is the last state that hospitals are still maintaining drug boxes. The hospitals are trying to help by giving a one to one exchange. This new FDA regulations that was passed. A letter was received in January that changes were coming. March 5th WVAEMS held a town hall meeting, and they gave some feedback. Now each agency must obtain a Class 2-6 control substance license through the state. Expiring drug disposal was talked about in hiring a third party to waste. Cost of Licensed, camera, and alarm system, also tracking options were discussed and the cost associated with it. Planning must start. Each EMS agency that has its own EMS license must have their own DEA license and system. The overseer of the program at each agency must be licensed to give that drug. Alan Casper from the commission is going to serve on the committee.

E. 2024 Meeting Schedule adoptions – Meeks discussed the new schedule.

Motion:

“I make a motion to approve meeting schedule for the remainder of 2024.”

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

F. Budget Committee update – Meeks spoke about the proposed budget. 100 portable radios. Capital Fire and Ambulance replacement increased \$25,000 each. Insurance was increased. Base funding was proposed to be funding. EMS increase supplement increase was taken out. EMS contracts for EKG, power load, and Lucas were funded. Some fire service contracts were funded at \$48,000. Training \$5,000 increase was funded. SOT funds were not funded.

G. Fire and Resue Study – Meeks spoke about the study and data that is being collected. Due by April 5th. Study will start after all data has been received and will last for 4 months. Reach out to Chris Key if you have any questions or problems. Chris Key is meeting every Thursday if there are any questions please reach out to.

MATTERS FROM COMMISSIONERS

M. Neal – Spoke about the Seven Board of Supervisors currently are a good group to work with. Every agency is doing a 990, a public document. Fire and EMS get a budget. County does budget a certain amount of money for each department. 4 major items are billed directly to Pittsylvania

**FIRE AND RESCUE COMMISSION
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County heat fuel, vehicle fuel, insurance, and electricity for each station. Each department shows receipts for money county funds. State money is sent to the County and receipts are sent in and then it is paid out.

V. Ingram – Honored to work with colleagues that have volunteers at their heart Bowman and the Whittle's were present. The past is the past. Accountability cannot be any better. Grateful and honored to be a part of this Commission.

A. Casper – Honored to serve on this Commission.

B. Sellers – No matters

J. Adkins– Grateful to be here and honored. In a learning process.

C. Key – No matters

W. Rowland – No matters

B. Shields – Welcomed Mr. Adkins. Thanked everyone, even the support staff, auxiliary and everyone.

T. Cassell – No matters

C. Mayhew – No matters

K. King – Echoed Mike Neal, Chiefs and Presidents manage the money well. Thanked Jimmy Hollie. Welcomed Mr. Adkins.

B. Meeks – Welcomed Mr. Adkins. Thanked Mr. Hollie and keep him in your prayers. Thanked the volunteers, Public Safety, and Director Key. One team, One service, One mission. Thanked the Board of Supervisors. Thanked the volunteers that helped with fundraiser behind the scenes that is not on the department. Thanked Blairs Fire Department for the invite to their banquet and spoke about the Governor acknowledging the response for North Pointe. Congratulations to Blairs. Thanked commissioners. Meeks spoke about accountability. 990 is a public document by the IRS. Each agency is required by the service agreement to turn in a 990 and each agency turned in one. Each agency turned in an expenditure report. Four for life funds, a receipt must be turned in and then it is distributed to the agency. Commission works to better the Fire & Rescue system. This body gives recommendations to the Board. Achievements of commission were discussed. Thanked everyone!

ADJOURNMENT

Motion to adjourn by B. Meeks 8:01p.

PITTSYLVANIA COUNTY FIRE AND RESCUE COMMISSION

Thursday, April 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:	April 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:	April 18, 2024
Attachment(s):	

SUMMARY:

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

- (1) **Training** –We will be having a VDFP funded Rural Water Supply class in April.
- (2) **New portable radios** – Are programmed and are being handed out to the agencies.
- (3) **Grants** – Reminder of the JT Minnie Maude grant cycle coming up June 1, The Community Foundation cycle starts June1 and closes end of July.

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 18, 2024
Attachment:	

FOR INFORMATIONAL PURPOSES ONLY

SUMMARY:

At the Board of Supervisors' ("Board") April 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 May 21, 2024.



FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Fire & Rescue Memorial
Staff Contact(s):	Chris Key
Agenda Date:	April 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:	Recruitment & Retention update
Staff Contact(s):	Chris Key
Agenda Date:	April 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:	Drug Box Committee Update
Staff Contact(s):	Chris Key
Agenda Date:	April 18, 2024
Attachment(s):	

SUMMARY:

Ben Meeks will lead discussion of Drug Box Committee update

FINANCIAL IMPACT/FUNDING SOURCE

RECOMMENDATION:

MOTION:



FIRE AND RESCUE COMMISSION

EXECUTIVE SUMMARY

Action Item

Agenda Title:	Budget Discussion
Staff Contact(s):	Chris Key
Agenda Date:	April 18, 2024
Attachment(s):	

SUMMARY:

Ben Meeks will lead discussion of the Budget

FINANCIAL IMPACT/FUNDING SOURCE

RECOMMENDATION:

MOTION:



FIRE AND RESCUE COMMISSION
EXECUTIVE SUMMARY

Action Item

Agenda Title:	Fire and Rescue Study 2024
Staff Contact(s):	Chris Key
Agenda Date:	April 18, 2024
Attachment(s):	(1; ESCI Project)

SUMMARY:

The Pittsylvania County Fire and Rescue Study was approved in February and awarded to ESCI in the amount of \$25,000. A kickoff meeting was held on Thursday February 29, 2024, for introduction and expectations. The study included 15 files of information that was needed from the county. On March 7, 2024, seven files were emailed out to ALL Fire & Rescue agencies that have a first due territory in Pittsylvania County. The agencies were asked to fill out the information and get it back to me to upload in the master file for ESCI by April 5, 2024. The information included Apparatus table, Daily staffing, Incident response data, Station logo/patch, Organizational chart, Policy and Procedures, and response time goals. Also, the study asked for the following information Finance documents, budgets, CIP, GIS files, Station locations for site visits, internal planning documents, external contract documents. As of Wednesday April 10, 2024, only 13 of the 26 agencies had submitted the paperwork to upload. The study cannot move forward with site visits until all information has been submitted. Attached is the scope of the work project submitted by ESCI.

FINANCIAL IMPACT/FUNDING SOURCE

RECOMMENDATION:

MOTION:

FIRE-RESCUE SYSTEM EVALUATION

PITTSYLVANIA COUNTY, VIRGINIA

PROJECT UNDERSTANDING

Pittsylvania County, Virginia, is seeking a qualified consultant to conduct an evaluation of the fire rescue system in the county. The county currently employs staff and resources to respond to emergency medical incidents and relies on volunteer fire departments to mitigate fire incidents. The county seeks input and recommendations from a consultant regarding system funding, system staffing, and resource deployment.

Emergency Services Consulting International (ESCI) presents a comprehensive proposal to evaluate and enhance the Emergency Fire & EMS Operations System of Pittsylvania County, Virginia. This multi-phase project begins with Phase I: Project Preparation and Site Visit, focusing on initial preparations, background information acquisition, and stakeholder interviews.

Phase II delves into a thorough analysis of the current state of the system. This phase comprises an in-depth system overview, examination of organizational planning processes, staffing review, and evaluation of the capital improvement plan and funding strategies. It also includes a detailed analysis of service delivery and performance, utilizing advanced tools like Geographic Information Systems for a comprehensive understanding of resource distribution and service demand.

The subsequent phases involve the development, review, and delivery of a final report. In these stages, ESCI will craft a high-level agency overview report encompassing findings and preliminary recommendations. The report will cover various aspects such as organizational structure, staffing, funding allocation, response performance, and system planning. Client feedback is integral to this process, ensuring a collaborative approach towards refining the draft. Finally, the final report will be presented formally to the County's staff and elected officials, complete with an audio-visual presentation and opportunities for discussion.

Throughout all phases, ESCI emphasizes collaboration, detailed analysis, and transparent communication to ensure a tailored and effective improvement strategy for Pittsylvania County's Emergency Fire & EMS Operations System.

SCOPE OF WORK

Phase 1: Project Preparation and Site Visit

Task 1-A: Project Initiation & Scheduling

ESCI will develop a project work plan based on the scope of work and converse with the County of Lafayette's project team to gain a comprehensive understanding of the background, goals, and expectations for this project. This work plan will be developed, identifying:

- Primary tasks to be performed
- Person(s) responsible for each task
- Timetable for each task
- Method of evaluating results
- Resources to be utilized
- Possible obstacles or problem areas

This exchange will also help to establish working relationships, make logistical arrangements, determine appropriate lines of communication, and finalize contractual arrangements.

Task 1-B: Acquisition & Review of Background Information

ESCI will request pertinent information and data from PCES's assigned project manager. This data will be used extensively in the analysis and development of the agency evaluation document. The documents and information relevant to this project will include, but not be limited to, the following:

- Past or current fire & rescue studies or research
- Comprehensive Plan documents, including current and future land use information
- Local census and demographic data
- Zoning maps and zoning code
- Financial data, including debt information, long-range financial plans, and projections
- Administrative policies and procedures
- Standard Operating Guidelines (SOGs) and service delivery practices
- Current service delivery objectives and targets
- Records management data, including National Fire Incident Reporting System (NFIRS) incident data

- Computer–Aided Dispatch (CAD) incident records
- Local Geographic Information Systems (GIS) data, where available

Task 1–C: Site Visit & Stakeholder Input

The ESCI project team will conduct interviews with and gather information from key personnel, including:

- Elected or appointed officials
- Community officers, managers, and other key staff
- Finance Director
- Community planning staff
- Human Resource Director
- External fire and EMS agencies within the region
- Individual PCES employees and volunteer members
- Others as they may contribute to this project

The project team may interview key stakeholders of any organization associated with this study. From these interviews, ESCI will obtain additional perspectives on administrative, operational, economic, and policy issues facing the client.

Phase II: Fire & EMS System Evaluation Elements

The study will provide a baseline assessment of the current conditions and current service performance of the Pittsylvania Emergency Fire & EMS Operations System. ESCI will conduct an organizational analysis of the system based on the elements included in the following objectives.

Task 2–A: System Overview

An overview will be developed by discussing:

- Service area population and demographics
- History, formation, and general description of the system
- Description of the current service delivery infrastructure
- Operating budget, funding, fees, taxation, and financial resources
- Governance and lines of authority

- Foundational policy documents
- Organizational design

Task 2–B: Organizational Planning Processes

The planning processes will be identified and reviewed. Key components include:

- Review and evaluate the adequacy of the current planning process
- Internal assessment of critical issues
- Internal assessment of future challenges
- Review elements of tactical planning
- Review elements of operational planning
- Review elements of master planning
- Make recommendations relative to future planning needs

Task 2–C: Staffing

ESCI will review the system’s staffing levels. Tasks to be completed include:

- Review and evaluate administration and support staffing levels
- Review and evaluate operational staffing levels
- Review staff allocation to various functions
- Review staff scheduling methodology
- Analyze current deployment methods and staffing performance for incidents
- Review utilization of career and volunteer resources
- Review responsibilities and activity levels of personnel

Task 2–D: County–Specific Fire–Rescue Capital Improvement Plan (CIP)

ESCI will review the status of current major capital assets and analyze needs relative to the existing condition of capital assets and their viability for continued use in future service delivery.

Task 2–E: County Funding to Support Public Safety & Volunteer Organizations

ESCI will review current and historic funding allocations to County resources and volunteer partners that deliver fire and EMS services. ESCI will also review service contracts, revenue sources, funding allocation across the county, and other key funding elements identified during the study.

Task 2–F: Service Delivery & Performance

ESCI will review and observe areas specifically involved in or affecting service levels and performance. Areas to be reviewed shall include, but not necessarily be limited to:

- Service Demand Study
 - Analysis and geographic display of current service demand by incident type and temporal variation
- Resource Distribution Analysis
 - Overview of the current facility and apparatus deployment strategy, analyzed through Geographic Information Systems software, with identification of service gaps and redundancies

Phase III: Development, Review, and Delivery of Draft Overview

Task 3–A: Development, Review & Delivery of High–Level Agency Overview Report

ESCI will develop and produce an electronic version of a high–level system draft overview with findings and preliminary recommendations for review by the system. The recommendations may include areas such as:

- Organizational structure & staffing
- Funding allocation across system partners
- Response performance improvements
- System planning & process improvement
- Funding allocation across county resources & system partners

Client feedback is a critical part of this project, and adequate opportunity will be provided for review and discussion of the draft report prior to finalization. Once the client review is completed, ESCI will offer a final on–site presentation to the jurisdiction.

Phase IV: Delivery of Final Evaluation Report

Task 4–A: Development & Review of Draft Agency Evaluation Report

ESCI will develop and produce an electronic version of the Final Agency Evaluation report for review. The final agency review report will be presented on–site by your ESCI Project Manager and/or staff.

The report will include:

- Detailed narrative analysis of each report component structured in easy–to–read sections and accompanied by explanatory support to encourage understanding by both staff and civilian readers
- Clearly designated recommendations highlighted for easy reference and cataloged as necessary in a report appendix
- Supportive charts, graphs, and diagrams, where appropriate
- Supportive maps, utilizing GIS analysis as necessary

Task 4–B: Delivery & Presentation of Final Agency Evaluation Report

ESCI will complete any necessary revisions of the draft and produce final versions of the written report. A formal presentation of the project report will be made by ESCI project team member(s) to staff, elected officials, and/or the public as necessary and will include the following:

- A summary of the nature of the report, the methods of analysis, the primary findings, and critical recommendations
- Supportive audio–visual presentation
- Review and explanation of primary supportive charts, graphs, diagrams, and maps, where appropriate
- Opportunity for questions and answers, as needed
- All presentation materials, files, graphics, and written material will be provided to the client at the conclusion of the presentation(s)

Proposed Payment Schedule

- A 10% payment is due upon signing of the contract.
- Monthly invoicing thereafter as work progresses.

ESCI Hourly Rates

Senior Level Project Oversight, Senior Data Engineer/SME	\$260/hr.
Project Manager, Senior Consultant.....	\$230/hr.
Consultant	\$200/hr.
Data Analyst.....	\$150/hr.
Admin Support.....	\$90/hr.

