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**PITTSYLVANIA COUNTY FIRE AND RESCUE COMMISSION**

Thursday, September 19<sup>th</sup>, 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 (*July 2024*)
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. Fire & Rescue Memorial update (*V. Ingram*); (*10 minutes*)
  - C. Discussion on Bylaws (*V. Ingram*); (*10 minutes*)
  - D. Drug Box Committee update/SOP (*B. Meeks*); (*10 minutes*)
  - E. Budget Discussion (*B. Meeks*); (*10 minutes*)
14. Other matters from Commission members
15. Adjournment

July 10, 2024  
Regular Meeting

**Pittsylvania County Fire and Rescue Commission  
Regular Meeting  
July 10, 2024**

**VIRGINIA:** The Regular Meeting of the Pittsylvania County Fire and Rescue Commission was held on July 10, 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	Present
Coleman Mayhew	Northeast Quad - Rep	Present
Bert Sellers	Southeast Quad - Rep	Present
Vic Ingram	Board of Supervisors Rep	Absent
Damian Maurakis	F&R Association	Present

**AGENDA ITEMS TO BE REVISED OR ADDED**

None

**APPROVAL OF AGENDA**

1. Motion to Approve Agenda

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Alan Casper – Banister – Rep.
<b>SECONDER:</b>	Coleman Mayhew – Northeast Quad – Rep.
<b>AYES:</b>	Adkins, Meeks, Casper, Rowland, Cassell, Sheilds, King, Stallings, Mayhew, Sellers
<b>ABSENT:</b>	None

**MINUTES APPROVAL**

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

**Motion:**

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

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

**PRESENTATIONS**

Chris from CompX - Drug Box gave a presentation. Electronic narcotic boxes and capsules were demonstrated and shown. Security features were discussed using badges and run numbers. Dule authentication was using badges, and 6-digit pin numbers access were discussed. There is a mechanical key location also. Audit trials were explained as well as a wastes section. Smaller boxes for the vehicles also central storage station is available depending on the needs.

**HEARING OF THE CITIZENS**

Ethan Regan – Chatham Rescue advocating for the drug box system. After looking at multiple systems he trusts this system. Having a good tracking system is very important in this day in time. Having support from the Commission as well as the Board of Supervisors is greatly appreciated. Would like to see Commission vote in favor of this system.

**FIRE AND RESCUE ASSOCIATION REPORT**

Chief Maurakis spoke about the drug box system and the Fire and Rescue Association fully supports this CompX drug box system.

**COUNTY STAFF REPORTS**

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

**Summary:**

1. **Grants** –The Community Foundation cycle starts June 1 and closes at the end of July.



**FIRE AND RESCUE COMMISSION**  
**JULY 10, 2024**

2. **ATL Funding**– is scheduled to be released in September, first quarter.
3. **Fire & Rescue Service Agreement** – was approved by the Board at its May meeting. Need departments to sign and turn them in.
4. **Fire & Rescue Study** – all site visits completed. All the information was turned in. Waiting for the results to come back in a couple of months.

Mass training exercise – August 23 starting at 8a in Blairs at Unique Industries.

**UNFINISHED BUSINESS**

Public Safety received a letter from the DEA stating that an agency does not need a letter from the county. There is a box on the form for fee exemptions. Enter Chris Key's information and they will contact to verify through him that the agency is in the county.

Also, follow-up on the Bylaw changes with the association being removed from voting. Key advised the legislative committee has not met.

**NEW BUSINESS**

- A. Board of Supervisors Communications – Mr. Ingram was absent
- B. Fire & Rescue Memorial update – Meeks advised that Ingram is looking into fundraisers for the memorial.
- C. Drug Box Committee update – Meeks spoke on updates. Every station in the county has obtained the control substance license application and they are working on completing it. We can not apply for a license until we choose a system. Next meeting is July 24<sup>th</sup> at 6p at Chatham Fire Department. In that meeting policy will be discussed. CompX system and features was discussed and demonstrated. It knows who goes in it, what time, and what medication was used. Has audit features also. It is a DEA compliant system. The cost was gone over line by line, and the total is \$158,291.10. Long term this is the best system. It is a 6–8-week order/shipping time frame. This is a one-time purchase. If approved all the purchasing will be done through the county. There are other expenses each agency is going to have to take care of, building renovations, alarm systems, supplies, etc. They are working with WVAEMS and the hospitals on how to go about the wasting of medication process. Each agency administrator has control of the level of access.



**Motion:**

“I make a motion to approve to send this drug box system to the Board of Supervisors for the purchase of this CompX system in the amount of \$158,291.10.

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

- D. Fire & EMS billing rates - King advised the committee has not met. Committee is King, Adkins, K. Seay, S. Hutcherson, Fowler, and Maurakis. Will meet and have an update at the next meeting.
- E. Fire & Rescue Graduation – 42 Firefighters and 13 EMTs graduated. Went well and they saw the appreciation. Wants to build on this every year.

**MATTERS FROM COMMISSIONERS**

C. Key – No Matters

W. Rowland – Congratulations to all the graduates.

S. Stallings – No Matters

B. Shields – Thanked for being included in the Fire and Rescue study. Impressed with the Graduation and thanked everyone who taught classes. Thanked Mike Neal for many years of service. Congratulations to the new Chief Adkins. Thanked everyone who represents Fire and Rescue throughout the county.

T. Cassell – Thanked everyone helping with the drug boxes.

C. Mayhew – No Matters

D. Maurakis – No Matters

A. Casper – Thanked everyone.

B. Sellers – Thanked everyone on the committee and for a great meeting.

**FIRE AND RESCUE COMMISSION**  
**JULY 10, 2024**

J. Adkins– Congratulations to Mike Neal 2321. Jimmy Hollie needs prayers for health. Remember all the volunteers.

K. King – Congratulations to Chief Neal. Graduation was a success. Thanked the Drug Box committee. Be in pray for Chad Eikost from PCSO and Brosville. Thanked everyone in the Public Safety system.

B. Meeks – Thanked everyone. Thanked everyone to helped with the graduation. Remember the heat and help out especially with fires. Reminded everyone to be careful.

**ADJOURNMENT**

Motion to adjourn by B. Meeks 7:40pm

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**PITTSYLVANIA COUNTY FIRE AND RESCUE COMMISSION**

Thursday, September 19<sup>th</sup>, 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

<b>Agenda Title:</b>	Fire & Rescue Association Report
<b>Staff Contact(s):</b>	Dean Fowler
<b>Agenda Date:</b>	September 19, 2024
<b>Attachment(s):</b>	

**SUMMARY:**

Dean Fowler will report on the Fire & Rescue Association meeting

**FINANCIAL IMPACT/FUNDING SOURCE**

**RECOMMENDATION:**

**MOTION:**



# PITTSYLVANIA

COUNTY, VIRGINIA

## 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>	September 19, 2024
<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 scheduled to be released this month
- (2) **Fire & Rescue Study** – draft will be reviewed, and the final will be presented at the October Board meeting
- (3) **Mass Casualty Drill** - was Aug 23, 2024
- (4) **Fire Prevention Week** – October 6-12, 2024 – “Smoke alarms: Make them work for you!”

#### **Recommendation:**

Informational purposes only.

#### **Motion:**

N/A



**FIRE AND RESCUE COMMISSION  
EXECUTIVE SUMMARY**

<b>Agenda Title:</b>	Communications from the Board of Supervisors
<b>Staff Contact:</b>	Chris Key
<b>Agenda Date:</b>	September 19, 2024
<b>Attachment:</b>	

**FOR INFORMATIONAL PURPOSES ONLY**

**SUMMARY:**

At the Board of Supervisors (“Board”) September 2024 Business Meeting, the Board decided on the following issues related to the County’s Volunteer Fire and EMS Agencies:

The Board of Supervisors’ next meeting will be on Tuesday, October 17, 2024.





**FIRE AND RESCUE COMMISSION**

**EXECUTIVE SUMMARY**

Action Item

<b>Agenda Title:</b>	Fire & Rescue Memorial
<b>Staff Contact(s):</b>	Chris Key
<b>Agenda Date:</b>	September 19, 2024
<b>Attachment(s):</b>	

**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**

<b>Agenda Title:</b>	Bylaws Discussion
<b>Staff Contact:</b>	Chris Key
<b>Agenda Date:</b>	September 19, 2024
<b>Attachment:</b>	(1; FRC Bylaws)

**FOR INFORMATIONAL PURPOSES ONLY**

**SUMMARY:**

William "Vic" Ingram will lead a discussion of the Bylaws

**FINANCIAL IMPACT/FUNDING SOURCE**

**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, as needed on Thursday following the Board of Supervisors meeting. 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 January 18, 2024.*



**FIRE AND RESCUE COMMISSION**

**EXECUTIVE SUMMARY**

Action Item

<b>Agenda Title:</b>	Drug Box Committee Update
<b>Staff Contact(s):</b>	Chris Key
<b>Agenda Date:</b>	September 19, 2024
<b>Attachment(s):</b>	(2; Gretna F&R Example SOP)

**SUMMARY:**

Ben Meeks will lead a discussion of the Drug Box Committee update and a volunteer SOP

**FINANCIAL IMPACT/FUNDING SOURCE**

**RECOMMENDATION:**

**MOTION:**





# Gretna Fire & Rescue

## Department Policy

Subject:	EMS Controlled Substance Program
Effective/Last Revision Date:	
Approval Signatures:	<div style="margin-bottom: 10px;"> <hr style="border: 0; border-top: 1px solid black;"/>           Benjamin Meeks, Chief         </div> <div style="margin-bottom: 10px;"> <hr style="border: 0; border-top: 1px solid black;"/>           Zachary Perkins, President         </div> <div> <hr style="border: 0; border-top: 1px solid black;"/>           Dr John Bolig, OMD         </div>

**Legal & Regulatory Requirements:** The procurement, prescribing, administration, and transfer of Controlled Substances are highly regulated by federal state laws and regulations, as well as compliance standards, (Commission and Centers for Medicare and Medicaid Services). The possession and administration of controlled substances are governed by the U.S Department of Justice Drug Enforcement Administration. This policy establishes the EMS standards for management of Controlled Substances (CS) by Gretna Fire & Rescue (GFR) and personnel in accordance with Federal DEA Rules and Regulations. The Federal Rules are found in the Code of Federal Regulations (Title 21 CFR, Part 1300-1399), The Controlled Substance Act, and Public Law 115-83 Nov. 17, 2017 131 STAT. 1267 Protecting Patient Access to Emergency Medications Act of 2017 (PPAEMA).  
 DEA Registration: The DEA requires that each site that stores or dispenses CS be registered.

**Definitions:**

- **Controlled Substances:** Drugs and other substances that are considered controlled substances under the Controlled Substance Act (CSA) are divided into five schedules, see Table I. CS, as approved for EMS administration include Fentanyl, Morphine, Ketamine, Midazolam, Diazepam, and others as approved by the EMS OMD.
- **Use of Standing Orders:** Administration of controlled substances in Schedule II, III, IV, or V outside the physical presence of a medical director or authorizing medical professional. To do so, the EMS agency must:
  - Be authorized to do so by state law

- Have a standing order and/or verbal order from a medical director or an authorizing medical professional.

Id. § 823 (j)(4): “Medical Director” is defined by a physician registered with the DEA to administer controlled substances and who provides medical oversight to an EMS agency. See 21 U.S.C § 823 (j)(13)(H)(2017).

“Standing Order” is defined as a “Written medical protocol in which a medical director determines in advance the medical criteria that must be met before administering controlled substances” to EMS patients.

“Verbal Order” is defined as “An oral directive that is given through any method of communication including by radio or telephone, directly to an emergency medical services professional, to administer a controlled substance to individuals in need of emergency medical services outside the physical presence of the medical director or authorizing medical professional.”

## **I. POLICY**

**A** – All Drugs approved for distribution and administration to EMS patients shall be procured, deployed, stored, inventoried, clinically administered, documented, restocked, and records kept in compliance with Laws, Rules & Regulations, and Policies & Procedures that govern EMS drug oversight and administration.

**B** – EMS personnel licensed, credentialed and authorized to access or handle CS are educated and competent in established policies, procedures, and regulatory requirements.

**C** – CS are stocked in as “ready-to-go” use form as possible and in the lowest commercially available units frequently given to EMS patients. Inventory is routinely evaluated for opportunities to reduce the need to waste.

**D** – The system advocates for a collaborative and interdisciplinary approach to, and accountability for CS diversion prevention and response within the system that supports a culture of safety for patients and healthcare workers.

**E** – Under no circumstances may any drug or pharmacologic be diverted for personal purposes or use by EMS personnel unless the recipient is logged as a patient and is being treated by appropriate EMS personnel and care are documented in the electronic medical records reporting system.

**F** – EMS Agency Liability, EMS agencies under the EMS OMD’s supervision, are liable for ensuring the proper use, maintenance, reporting, and security of CS used by the agency. The registered emergency medical services agency, under the supervision of a medical director, shall be responsible for ensuring that:

- All medical service professionals who administer controlled substances using the agency’s registration act in accordance with the requirements of this subsection.
- The record-keeping requirements are met with respect to a registered location and each designated location of the agency.



- The applicable physical security requirements established by regulation of the Attorney General are complied with wherever controlled substances are stored by the agency in accordance with the storage subsection.
- The agency maintains, at a registered location of the agency, a record of the standing orders issued or adopted (WVEMS Protocols & Policies, and GFR SOPS/SOGS.)

**II. PROCEDURES** – *Administrative requirements, oversight, accountability, and operational flow.*

**A – Procurement:** Medications shall be purchased and stocked in the appropriate location by the designated individual chosen by the licensed EMS agency and in accordance with their OMD. “Medication Pick-up Tracking Log”, and “Medication Usage Log” shall be required to be filled out and returned to the appropriate designee.

**B – Drug Administration:** ALS/EMS personnel may administer approved CS outside the physical presence of a medical director or authorizing medical professional in the course of providing EMS care in compliance with the Gretna Fire & Rescue SOP’s.

- Label all CS drawn up into syringes, if not immediately administered, with the drug name, dose withdrawn, and the initials of the provider who drew up the drug written on the label.
- Keep Syringes containing CS under the direct control of the person preparing the syringes until administration to the patient.
- When the sequential doses are required from a single syringe, document the doses given as separate entries in the ePCR. Each PCR shall be signed by two providers.
- Note the amount wasted (if applicable) in the ePCR. Waste of medications shall be completed by a third party contracted by the agency, and/or participating facilities as allowed by WVEMS and GFR OMD.

**III. STORAGE & SECURITY**

**A – GFR** may store CS in the agency location registered with the DEA, unregistered locations, and in EMS vehicles (as defined below) used by the agency under circumstances that provide for security of the CS consistent with the requirements established by regulations of the Attorney General.

**B – EMS vehicles** may store controlled substances if they are:

- Situated at a registered or designated location of the agency.
- In an emergency, the EMS vehicle used by the agency is:
  - Travelling from, or returning to a registered or designated location of the agency in the course of responding to an emergency, Gretna Fire & Rescue building, or any GFR approved business functions.



#### **IV. POLICY MANUAL**

##### **Policy Title: Controlled Substances on EMS Vehicles**

**A** – Otherwise actively in use by the agency under circumstances that provide for security of the controlled substances consistent with the requirements established by regulations of Gretna Fire & Rescue, Policies & Procedures.

**B** – Storage in Drug Bags: May store approved CS in a “drug bag”. However, the container of CS must be stored separately from non-controlled substance drugs and be secured using a detectable, traceable RFID Tag. EMS personnel must be in control of the bag containing CS at all times when not secured in a locked location on the EMS vehicle or in the Agency Station as described below.

**C** – They shall be occupied or locked and keys removed whenever deployed outside of quarters. EMS quarters shall be locked or have secured limited access.

#### **V: ADDITIONAL SECURITY CONTROLS**

**A** – In order to minimize the opportunities for theft or diversion of CS, the agency has an obligation not only to provide effective physical security, but also to initiate additional procedures to reduce access by unauthorized persons.

**B** – Access: Gretna Fire & Rescue must limit access to CS to a minimum number of authorized personnel.

**C** – Controlled substances may be accessed by authorized EMS personnel. The Agency may designate other individuals to access controlled substances but the designation must be in writing identifying the individuals granted access.

**D** – All access shall occur in the presence of two licenced personnel authorized by the Agency/Registrant. All access shall be recorded and witnessed. (Daily Controlled Substance Log signatures; Medication cross-check documented in ePCR).

**E** – Individuals authorized by the Agency/Registrant can pick up and transport CS. Incidental contact by EMT’s and or personnel helping the ALS personnel carry equipment while on scene is allowed but the ALS practitioner must be in the control of access to these medications at all times.

**F** – Gretna Fire & Rescue will change all CS container lock combinations or passcodes upon termination of any volunteer or employee with knowledge of the combination(s), regardless of the reason for termination. In addition to, no provider will share code/combination with any individual at any time. Any provider(s) that share their code/combination will be subject to disciplinary action or termination.

**G** – Out-of-Service: EMS vehicles that are out-of-service (Inoperable, not available for current operation, no crew available, not functional) shall have their CS removed, secured, and accounted for per the Agency Medication Management Plan. This does not apply to an ambulance that is out-of-service secondary to the crew having lunch, completing reports or other duties, which prevent temporary response to calls.

**H** – CS on Non-EMS Vehicles Prohibited: “Jump Bags” (Bags carried by personnel in their personal of Agency vehicles not listed in the Agency’s EMS Plan) shall not carry any CS medications.

**VI: MONITORING & SURVEILLANCE** – *Daily Accountability for CS Inspections, LOGS, and Record Keeping. The system will perform a variety of audit processes to identify inventory discrepancies and the possible diversion of CS.*

**A** – Gretna Fire & Rescue has defined three basics regarding CS records:

- Records should be readily retrievable.
- Records should be kept for two years.
- Records should be available for DEA/Board of Pharmacy inspection in an efficient and business-like manner and in a sequence that can be easily reviewed on site or back at DEA offices. Orderliness, legibility, and a format compatible with a copy machine are important.

**B** – EMS agencies must follow record requirements stated in the CS Act. These requirements include:

- Recording all CS that are received, administered, or otherwise disposed of and storing records in the locations where CS are received, administered and discarded.

Such records shall include, records of deliveries of controlled substances between all locations of the agency, and shall be maintained, whether electronically or otherwise, at each registered and designated location of the agency where the controlled substances involved are received, administered, or otherwise disposed of.

**C** – Gretna Fire & Rescue will maintain an unbroken chain of custody and internal controls as evidenced by a fully completed Controlled Substance Log for each EMS vehicle that carries controlled substances. The logs shall be maintained at each registered and designated location of the agency where the CS are stored.

**D** – Daily Counts: At the start of every shift or transition of crew member (if more frequent than daily), all CS shall be visually examined using a double-count process, whereby two different licensed providers with Gretna Fire & Rescue privileges (preferably one from the off-going and one from the on-coming crew, whenever possible) simultaneously inspects and counts the drugs for comparison to required system inventories, last count numbers, evidence of tampering, and expiration dates. The double-count process is for the protection of the providers, to avoid culpability should there be a discrepancy in the count. This shall be completed by 9:00 AM each day. If not, shall be documented in the “Daily Shift Log” why it was not completed in a timely manner.

**E** – CS Log Documentation: The signatures (written or electronic on the PDF fillable form) of the two EMS providers completing the daily CS inspection/count, their legible EMS license numbers, as well as the numeric drug counts must be entered onto the Controlled Substance Log. Note and initial changes in EMS inventories during that shift.



## F – Processing of Controlled Substance Logs

- GFR CS Administrator shall review all CS Logs for completeness on a periodic basis (weekly). The CS Logs should be kept in a binder on the apparatus, in the locked Drug Box cabinet. At the end of the month, the administrator shall inspect the document for completeness, sign, and date their final review.
- Missing Information: If documentation is incomplete or missing, the administrator shall notify the personnel who are accountable for missing information. They will account for signatures to append an explanation to the record as to why an entry was missing. Under no circumstances are signatures to be added on the daily count lines at a later date to amend the record. Any added or missing daily entries/signatures will be subject to disciplinary actions or termination.
- Forward to assigned QA/QI Committee no later than the fourth week of the following month.
- QA/QI Committee shall also review the form(s), verify completeness, sign, and date their review of signatures or counts are omitted without reasonable appended explanation shall be forwarded to the agency Chief/OMD.

## VII: INCIDENT INVESTIGATION & REPORTING

**A –** Count discrepancies, theft, or loss of CS personnel shall notify the EMS Administrative Director of all count discrepancies, suspected theft, or loss of any controlled substance immediately upon discovery of such discrepancy, loss, or theft. Suspected thefts shall also be reported to local law enforcement agencies.

- All reasonable avenues will be pursued to account for the missing drug(s). Discrepancies must be resolved within 24 hours of discovery.
- If the agency experiences a count discrepancy due to loss, theft, or missing CS that cannot be immediately and acceptably explained and resolved, complete a Request for Clarification Form (RFC). The EMS Admin Director can assist with this.
- Federal regulation requires that registrants notify the DEA Field Division Office in their area, in writing, of the theft or significant loss of any controlled substance within one business day of discovery of such loss or theft.

**B –** The agency shall complete and submit DEA Form 106, “Report of Theft or Loss of Controlled Substances”. (21 C.F.R. § 1301.76 (b)).

See <https://apps.deadiversion.usdoj.gov/webforms/dtlLogin.jsp>.

The EMS OMD will assist in filling out the report, as a DEA # is required.

- GFR will complete and submit the DEA Form 106 online.

**C –** Evidence of Tampering: If any CS appears to be tampered with or is not sterile and/or ready for patient administration, personnel shall immediately bring the situation to the attention of their CS Administrator and/or EMS Officers of GFR. Evidence of tampering should be reported immediately to EMS OMD.

- Immediately remove the CS with questionable tampering from vehicle inventories. Note the removal in the CS Log and initiate an RFC.

**D – Disciplinary Action:** Prohibited behaviors such as a break in the chain of custody of controlled substances, lying or deceit about inventory checks/drug counts, falsification of EMS records, diversion of drugs for personal purposes or use, or two or more instances of an unexplained discrepancy during a providers duty cycle is grounds for disciplinary action by the EMS agency and/or EMS OMD. See GFR attached disciplinary policy.

**E – Returns of Expired CS Drugs:** Controlled substances that are expired (or within three days of expiration), or need to be removed from inventory for any reason, cannot be wasted. The Agency/Registrant shall return the drug to their Administrator/EMS Officers for disposal and replacement in compliance with the contracted waste company. GFR will use a reverse distributor (a DEA registered disposal firm).

## **TABLE 1 SCHEDULES OF CONTROLLED SUBSTANCES**

### **SCHEDULE DEFINITIONS EXAMPLES:**

- I.** High abuse potential with no accepted medical use; medications within this schedule may not be prescribed, dispensed, or administered: Heroin, Marijuana, Ecstasy, Gamma Hydroxybutyric Acid (GHB).
- II.** High abuse potential with severe psychological or physical dependence; however, these medications have an accepted medical use and may be prescribed, dispensed, or administered:  
Morphine, Codeine, Hydrocodone, Hydromorphone, Methadone, Oxycodone, Fentanyl, Methylphenidate, Pentobarbital.
- III.** Intermediate abuse potential (ie, less than Schedule II, but more than Schedule IV) medications include: Hydrocodone/Acetaminophen 5mg/500mg or 10mg/650mg; Codeine in combination with acetaminophen, aspirin, or ibuprofen; Anabolic steroids; Ketamine.
- IV.** Abuse potential (ie, less than Schedule II but more than Schedule V) medications include: Propoxyphene, Butorphanol, Pentazocine, Alprazolam, Clonazepam, Diazepam, Midazolam, Phenobarbital, Pemoline, Sibutramine.
- V.** Medications with the least potential for abuse among the controlled substances: Robitussin AC, Phenergan with Codeine.





**FIRE AND RESCUE COMMISSION**

**EXECUTIVE SUMMARY**

Action Item

<b>Agenda Title:</b>	Budget Discussion
<b>Staff Contact(s):</b>	Chris Key
<b>Agenda Date:</b>	September 19, 2024
<b>Attachment(s):</b>	

**SUMMARY:**

Ben Meeks will discuss the upcoming budget.

**FINANCIAL IMPACT/FUNDING SOURCE**

**RECOMMENDATION:**

**MOTION:**