

VIRGINIA FIRE SERVICES BOARD

Administration, Policy and Finance Committee
Thursday, October 1st, 2020
Video Conference utilizing Google Hangouts
10:00am

A regular meeting of the Administration, Policy and Finance Committee was held virtually utilizing Google Meets, Vice Chair Jim Stokely chaired the committee. A quorum was present.

COMMITTEE MEMBERS PRESENT

James Moore Stokely
James Calvert
Stephanie Koren
David Collins Hankley
Ernie Little
Walt Bailey

BOARD MEMBERS PRESENT

Scott Garber

COMMITTEE MEMBERS ABSENT

Lee Day

GUESTS PRESENT

Larry Gwaltney

AGENCY MEMBERS PRESENT

Travis Rickman Brook Pittinger
Theresa Hunter

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CHANGES IN THE AGENDA

The Chairman said he had additional topic that he wanted to submit under New Business with no objections the agenda was approved

PUBLIC COMMENTS

Larry Gwaltney said it was great to see everybody

CONSENT AGENDA

No Changes to the previous meeting minutes member Walt Bailey moved to approve the previous minutes with a second from Board Member Stephanie Koren and the previous minutes were approved.

COMMENTS FROM THE COMMITTEE CHAIR

The Chairman reported that this is a difficult time with COVID and we would like to have met in person for this meeting but we know this is an uncharted time.

UNFINISHED BUSINESS

NEW BUSINESS

- A. **Topic:** Board Rules of Procedures Gender Neutral policy addition

Motion: Jimmy Calvert moved to adopt the new Gender Neutral policy addition as written. This was seconded by Walt Bailey.

Topic Discussion: The Chairman discussed that this was merely a change to make all references to "Chairman" and make them all gender neutral by making the change to notate "Chair" as the correct terminology. The Clerk of the committee clarified the edits in the document and did notate one other specific edit to bring forward to the committee which was under the Live Structure Committee deleting the last line which states, "That Meetings of this

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committee shall be in months where no regular or annual meeting of the board is held.” The clerk made it clear that the change was just to clarify the way that we currently operate with the committee which used to be a subsidiary of this committee.

Vote: The Committee voted unanimously to send the policy edits to the full board for final approval.

Motion Action: To send the Board Rules of Procedures edits as written to the Full Board for final approval on Friday, October 2nd.

B. **Topic:** Aid To Localities Fund Use Assessment

Motion:

Topic Discussion: The Chairman discussed that this issue has arisen from a locality who will remain unnamed has been using ATL funds to pay the salaries of their training staff. The Chairman clarified that he read the current ATL policy that you could use the funds to hire a trainer to come and conduct training but not to fund a full time salary position. Member Walt Bailey interjected and asked to weigh in. He said that historically the board has had requests similar to do this and they denied these requests because that were supplanting funds in the locality. He asked if Brook Pittinger was on the line to clarify past precedents. She explained if you look at the Code of Virginia it states that funds allocated to counties, cities, and towns should not supplant funds. The question that was raised previous Executive Director approved the use of ATL for new training positions that help to support local training initiatives. Brook said that it was her opinion that if you want to create a position or have a position that you don't currently have and are not funded for by your locality that is it acceptable to use ATL funds for that position. James Stokely asked for clarification from staff that if a position is created by ATL would it have to be taken over by the locality and Brook Pittinger clarified that it could continue to be funded by ATL if it was a new position and not currently funded out of the locality budget. She also made clear that a previous Executive Director in 2012 approved the use as Brook explained but it was never brought to the board. Jimmy Calvert asked what the best way to amend the policy to allow for this situation. Brook provided that Category C 1 would need to be amended to add language

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to include for the use of ATL to create a position dedicated to training as long as it is not funded at the local level. Walt said that when doing the studies at the local level there is always an issue of hiring a training officer, so he would be in support of Brook's interpretation and change to the policy. The committee directed staff to craft language to amend Category C1 to bring back to the full board at the next meeting to make to amend the policy so that localities can use ATL funds for training positions as long as they are not funded by their locality.

Vote: The Committee voted unanimously to send forward to the full board for final approval.

Motion Action: To send the as written to the Full Board for final approval on Friday, June 12th.

C. **Topic:** Fire and EMS Studies discussion with the novel coronavirus

Topic Discussion: The Chairman discussed that we need to decide if we continue to keep the two studies for Northumberland and Nottoway on hold or move forward with trying to proceed with caution. Chairman of the board Walt Bailey discussed that he believes that we could proceed with the studies by engaging board members whom would not require travel and work to make sure that we minimize in person contact and social distance at much as possible. Board members discussed that we utilize Google Meets and conduct information gathering before sit visits. Jimmy Calvert volunteered to help with the Nottoway study. James Stokely volunteered to help with the Northumberland study along with Walt Bailey. The Chairman of the committee said that we should move forward and proceed with COVID restrictions and social distancing.

D. **Topic:** Funding Solutions

Topic Discussion: Chairman of the Committee James Stokely started the discussion and stated that he wanted to ask the question to VDFP staff that since we did not conduct as much training in the course of the COVID pandemic can that money be used to support other funding that is needed to solve the burn building short falls to bring them back into compliance. Brook Pittinger clarified that the way that VDFP is funded is through a loan and that we draw down funds as needed. So we actually do not have an additional pot of money from not conducting training. Theresa clarified that we operate of a line of credit and we do not operate of Cash flow so the money is not there. James

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Stokely asked for staff to take a look at finding additional funds within the cost savings resulting from the COVID pandemic and utilizing those funds for other projects Project as it relates to the impingement protection project. Brook Pittinger responded that Section D and E for 38.2-401 are the sections the governing the request and said she would reach out to council but she didn't believe we could get it for the meeting on Friday. The Chair responded that she could bring it to the next meeting and Brook agreed.

ADJOURNMENT

Committee had a motion to adjourn by Stephanie Koren motion properly seconded by Ernie Little, the committee adjourned at 10:43am

Clerk of the Committee
Travis Rickman

REVIEWED BY:

Brook Pittinger