

VIRGINIA FIRE SERVICES BOARD

Administration, Policy and Finance Committee

Friday, June 4th, 2021

Video Conference utilizing Google Meets

1005 Technology Park Drive

Glen Allen, VA 23059

10:00am

A regular meeting of the Administration, Policy and Finance Committee was held as a hybrid meeting with attendance virtually and in person at the VDFP Headquarters in Glen Allen, VA. The virtual option was held through Google Meets as a result of the State of Emergency initiated by the Honorable Ralph Northam, Governor of Virginia. Vice Chair, Keith Johnson chaired the committee. A quorum was present.

COMMITTEE MEMBERS PRESENT

Keith Johnson (Chair)

Stephanie Koren

Ernie Little

Walt Bailey

BOARD MEMBERS PRESENT

N/A

COMMITTEE MEMBERS ABSENT

Lee Day

GUESTS PRESENT

Larry Gwaltney

AGENCY MEMBERS PRESENT

Travis Rickman Brook Pittinger

Garrett Dyer

CHANGES IN THE AGENDA

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PUBLIC COMMENTS

No Public comments given

CONSENT AGENDA

No Changes to the previous meeting minutes member Ernie Little 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

No comments

UNFINISHED BUSINESS

NEW BUSINESS

- A. **Topic:** Nottoway County Fire & EMS Study Draft review

Motion: Motion was made by Walt Bailey to send the final study to the full board for final approval seconded by Ernie Little

Topic Discussion: Keith Johnson gave remarks and thanked the study committee. Walt Bailey stated that this study was requested pre pandemic and was glad to see the much needed completion to aid the county. The clerk gave remarks thanking the board members for their work on the study. Lastly, Walt Bailey discussed the Live Fire Training Structure in Nottoway that needs to be maintained. The Chair, Keith Johnson asked that his contact info be shared with the Nottoway County Administrator.

Vote: Unanimous

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Motion Action: Send to the full board for final approval.

B. **Topic:** Review of VFSB Memorandum of Understanding

Motion: Motion was made by Stephanie Koren to send the final study to the full board for final approval seconded by Ernie Little

Topic Discussion: The Chairman asked the clerk to explain any changes. The Clerk Travis Rickman responded by stating that no changes were made to the document from the previous year.

Vote: Roll Call Vote was called
Keith Johnson (Chair) - Aye
Stephanie Koren- Aye
Ernie Little- Aye
Walt Bailey- Aye
Unanimous

Motion Action: Send to the full board for final action and the Board Chair Signature.

C. **Topic:** Review of Board Rules of Procedures

Motion: Ernie Little motioned to move the document to the full board for final passage seconded by Stephanie Koren.

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Topic Discussion: Keith Johnson highlighted that this document had just passed at a previous meeting with the Gender Neutral Changes so it has been looked at recently. Ernie Little Highlighted that the document had the wrong date in the top right hand corner which is just a clerical issue which will be fixed before the next meeting. He also asked about the first page which states Preamble (To Be Published). He asked that the clerk look into the history of that and come back to the board but that he had no further changes to the Rules at this time.

Vote: Roll Call Vote was called

Keith Johnson (Chair) - Aye

Stephanie Koren- Aye

Ernie Little- Aye

Walt Bailey- Aye

Unanimous

Motion Action: Send to the full board for final action and the Board Chair Signature

ADJOURNMENT

Committee had a motion to adjourn by Walt Bailey motion properly seconded by Stephanie Koren, the committee adjourned at 10:20am

Clerk of the Committee

Travis Rickman

REVIEWED BY:

Brook Pittinger

Approved By: The Full Administration, Policy, and Finance Committee approved these Minutes on September 23rd, 2021.