

1/31/19 CBAC Meeting Notes

Committee Members Present: John Hilliard, Bill Gleason, Chip Hughey, Leah Mills, Steve Mulroy

Committee Members Absent: Gene Johnson, Chris Eudailey

County Staff Present: Meghan Coates, Director – Budget and Management; Samantha Leggett, Budget Analyst; Casey Boyette, Budget Analyst; Joni Robinson, Automation Analyst; Loy Senter, Fire Chief – Fire and EMS; James Fitch, Assistant Chief; Tim McKay, Deputy Chief; Sherry Dunbar, Financial Manager

The meeting was brought to order at 9:00am.

1. Welcome and Introduction:

- a. The meeting was opened with introductions of the Fire and EMS staff members and the CBAC committee members in attendance.

2. Fire Department Presentation:

- a. Mr. Fitch opened the presentation with information about fire station staffing. Fire stations operate on a 24-hour schedule with a staffing mixture of career employees and volunteers. Fire stations begin each day with 136 personnel scheduled to work. However, several issues can cause vacancies for any day (i.e. injuries, illness, etc.) pushing the number of personnel able to work down to nearly 115 each day, the minimum staffing level. Ultimately, the department would like to achieve a staffing factor of 1.3 for each of its stations. With overtime being a factor, there is a mandatory pool used when scheduling overtime. Fatigue management is taken into consideration when staff work mandatory overtime.
- b. Mr. Gleason asked about increasing the budget to cover the overtime? Mrs. Coates added that increasing the budget is not always the option. There are some situations where corrections can be made, and departments are encouraged to make those corrections.
- c. A committee member inquired if there was an obligation for employees to remain with the County once they have completed their probation period. Staff from Fire explained that the probation period is for 18 months. They are not required to stay with the County during or beyond that period of time.
- d. A committee member asked if there were any issues with staffing directly related to the impact of the opioid crisis. Staff from Fire stated no. However, there is a partnership in place with Fire, Mental Health and Social Services to address the opioid epidemic.
- e. Mr. Hilliard asked if retired employees are returning to work? Fire Chief Senter stated yes, in a logistical area. Retired employees are not used in emergency matters. Many of them are instructors. He elaborated that it takes almost one (1) year to fill a vacant position with training and school, etc. Staffing is a complex issue for public safety. Although some new employees may be experienced, there is still training that must be completed.

- f. The presentation was closed with informing the committee that Magnolia Green Fire Station will open in FY2020, and the five-year plan calls for expansion of services offered out of the Midlothian Station. The department would also like to identify a way to raise starting salaries.
- 3. Community Priorities:**
- a. Mrs. Coates informed the committee that she would provide them with a balanced proposal for the operating budget next meeting. She asked them to look at the list of requests and needs and to share their suggestions/thoughts at the next meeting.
- 4. Departmental Requests:**
- a. Committee members asked about the following items relating to the listing of additional funding requests:
 - i. CAD - Mrs. Coates stated that the computer-aided dispatch system (CAD) provided through Motorola, will have an on-going maintenance fee.
 - ii. Court staff salaries - Mrs. Coates answered that Chesterfield courts have requested to have the state salaries supplemented.
 - iii. Rivercity Sportsplex Operations Coordinator – Mrs. Coates informed the committee that this position was already in place. This position, under Parks and Recreation, would be housed on-site at the Sportsplex.
 - iv. Consultant Services– Mrs. Coates informed the committee there are a number of analytical needs and ordinance updates in the Planning area that will require outside help. The department is requesting funding to bring in an outside consultant to assist. The County does have an attorney committed to community development.
 - v. Sherriff’s Department pay increases – Mrs. Coates stated the increases would have their salaries tied within 5% of Police.
 - vi. Police Vehicle Replacement – Mrs. Coates stated the County purchases Police cars; generally, all other vehicles are leased.
 - vii. Police Community Service Officers – Mrs. Coates stated that, if implemented, they would answer certain types of calls only. Their training would be an abbreviated academy.
- 5. Meeting Wrap-Up:**
- a. Mr. Hilliard motioned to approve the January 3, 2019 meeting minutes. All members voted by a sign of aye. There were no nays.
 - b. Mrs. Coates asked that the next meeting be scheduled for the third week of February.

The meeting was adjourned at 10:35am.