

At a regular meeting of the Board of Supervisors, Alleghany County, Virginia held on Tuesday, April 2, 2024 at 7:00 p.m. in the Alleghany County Governmental Complex, Covington, Virginia, thereof:

PRESENT: G. Matt Garten, Chairman  
James M. Griffith, Vice-Chairman  
Shannon P. Cox  
Gregory A. Dodd  
Ronald S. Goings

and Reid Walters, County Administrator  
Suzanne Adcock-Nicely, Director of Finance  
Ricky Bourne, Director of Public Works  
Jonathan Fitch, Director of Public Safety  
Jim Guynn, County Attorney  
Melissa A. Munsey, Deputy Clerk to the Board

ABSENT: Stephen A. Bennett  
Cletus W. Nicely

CALL TO ORDER:

The Chairman called the regular meeting to order. Mr. Dodd gave the invocation and the audience remained standing for the Pledge of Allegiance.

MINUTES:

Hearing no corrections or deletions, the Chairman declared the following minutes approved as submitted: (1) a regular meeting held on March 5, 2024; and (2) an adjourned meeting held on March 19, 2024.

PUBLIC COMMENT (5 MINUTE TIME LIMIT):

No one spoke at this time.

MS. SUSAN HAMMOND, VDOT RESIDENT ENGINEER - VIRGINIA DEPARTMENT OF TRANSPORTATION UPDATE:

Ms. Susan Hammond, VDOT Resident Engineer, gave an update on the following VDOT activities:

Maintenance

- *Removed several large limbs over Rt. 60. Several more will be removed when the bucket truck is in our area.*
- *Removed trees on Rts. 159 and 42.*
- *Contractor tree removal on Rts. 629, 159, 311, and 220 north.*
- *Brush cutting and tree pruning on Rts. 269, 159, and Hayes Gap.*
- *Cold mix patching County-wide on primary and secondary routes.*
- *County-wide cleaning pipes and choak points on secondary routes.*
- *Shoulder work on McKinney Hollow and Ogles Creek.*
- *Grading gravel roads and adding stone as needed.*
- *Paving on I-64 between Longdale and Triangle completed.*

Construction

- *Proposed funding provided for secondary six year program. No new projects added this year. Outyear 2030 funds programmed to Rt. 600. No public hearing is required unless at the preference of the Board. If not, will have public hearing again next year.*

The Board agreed by consensus that a public hearing would not be held this year on the six year program.

Dr. Goings asked when VDOT will be paving Ridgeway Street to the college. Ms. Hammond replied that this road is not part of the secondary program and the town has to contract this work to be reimbursed by the State.

VIRGINIA FIRE SERVICES BOARD REPRESENTATIVES - PRESENTATION ON ALLEGHANY COUNTY FIRE & EMS STUDY:

Mr. Fitch stated that there are three representatives present from the Virginia Fire Services Board (Mr. John Miller, Mr. Spencer Willer, and Mr. Ken Brown) that have a PowerPoint presentation on the Alleghany Fire & EMS Study. The presentation was handed out and is a part of the records of this meeting. The presentation included:

- *Agenda for the presentation (overview of the Virginia Fire Services Board, Fire and EMS study process, and recommendations)*
- *Virginia Fire Services Board Overview - Policy board appointed by the Governor, Code of Virginia Section 9.1-203, 15 members appointed by the Governor, etc.*
- *Fire and EMS Study Process - Locality requests study, preliminary information collected, site visits completed at local fire departments and EMS organizations, additional information collected, and draft report is completed.*

- Fire and EMS Study Process - List of partners and study team members.
- Allegheny County - Requested study on 1/4/23, on-site visits occurred on 10/4/23 and 10/5/23, has 7 volunteer fire departments interviewed and one EMS only agency, have a paid Director of Public Safety, and Covington is surrounded by the County and provides fire/EMS service.
- Map - Existing fire districts.
- Recommendations - Paid EMS Service - Analyze EMS calls for service, establish an EMS workgroup, procure one County EMS license from OEMS, utilize OEMS Standards of Excellence Program, equip and require the Director of Public Safety to assist, hire part time staff to staff a daytime transport unit, and sign an MOU between the County and Clifton Forge.
- Recommendations - Emergency Communications - Explore creating a regional 911 center, funding for regional 911, and consistent training for dispatchers.
- Recommendations - Changes to the Director of Public Safety (DPS) - Codify role of DPS, develop job description with United Fire/Rescue Association, develop an organizational chart, develop a mission and vision statement, hire a business manager, grant writing, review of County and grant funds, independent DPS and not member of fire or EMS related organization, and operational changes to the DPS.
- Recommendations - Community Risk Assessment (CRA) - Conduct a CRA and do a fleet risk assessment update.
- Recommendations - Development of Standard Operating Procedures (SOP)/Standard Operating Guidelines (SOG) - Develop SOP/SOG, codify the enforcement of SOP/SOG, and current Allegheny County SOP is only related to radio operations.
- Recommendations - Volunteer Incentives - Importance of volunteers, Recruitment and Retention Coordinator, assessment of operational areas by departments, Volunteer Firefighters' & Rescue Squad Works' Service Award Program (VOLSAP), personal property taxes for volunteers, incentive programs, and recognition and awards.
- Recommendations - Funding for Fire/EMS - Volunteer agencies will require greater support in the future, annual audits, grant funding, and augment funding based on number of calls run.
- Recommendations - Standardize Equipment - Develop performance based specifications and funding of equipment.
- Recommendations - Training - Designation of a Training Coordinator, regional fire training Center, and EMS officer program.
- Recommendations - United Fire and Rescue Association - Update By-Laws and procedures, clarify membership, and regular meetings including County officials.
- Recommendations - Facilities - MOU outlining expectations for expenses, review facilities, and capital improvement plan.
- Other Recommendations - Fire reporting, cancer prevention, and centralized purchasing.

Mr. Garten thanked the Virginia Fire Safety Board representatives for the information. He commented that there is a lot of information to review and go over.

Mrs. Cox suggested that the volunteers send us any questions/concerns they may have.

Dr. Goings asked how close we are to having paid fire/EMS. Mr. Willett replied that at this time they are recommending part-time day staffing for EMS (not fire) that could eventually go to full-time and also recommend cross-training EMS as firefighters.

SHERIFF KYLE MOORE - QUARTERLY UPDATE:

Sheriff Kyle Moore handed out and reviewed a quarterly update (January-March 2024) on miscellaneous activities. The information is a part of the records of this meeting. Items reviewed included number of complaints answered by dispatchers, civil process papers served, criminal arrests, incident based reports, traffic summons issued, total patrol miles, jail transports, inmate information, fire/EMS calls dispatched, school safety checks, DARE (Mountain View graduation to be held on April 19<sup>th</sup> at 1:00 p.m.), CIT/hospital checks, youth day rodeo donations, training, animal control numbers, inmates on the VDOT/work crew/trusty program, VDOT stats with area of work, etc. He added that April is Cleanup Month and his office will be participating with a cleanup along Rt. 159 on April 15<sup>th</sup> and April 27<sup>th</sup>.

Mrs. Cox commented that the former Boiling Spring Elementary School is not supposed to have parking overnight, but she is seeing it more and more. She asked the best way for her to have someone run plates when needed. Sheriff Moore replied that they have had phone calls regarding a couple trucks parked there and asked the neighbors to call when it is happening. He commented that if signs are up then it can be enforced.

DISCUSS UPDATES TO THE JOB CLASSIFICATION PAY PLAN:

Ms. Adcock-Nicely stated that there are two memos in the agenda packet from Public Works. She commented that one is to add a new position and the other is for a title change.

Mr. Griffith suggested that action be tabled until the next meeting as two Board members are not present tonight. The Board agreed by consensus to wait to take any action at the next regular meeting.

COUNTY ADMINISTRATOR'S REPORT:

Mr. Walters handed out and gave a report on the following items which are a part of the records of this meeting:

Commerce Center Pad Site

*The Commerce Center pad site is 65% complete.*

Alleghany Highlands Housing Summit

*The Alleghany Highlands Economic Development Corporation is scheduled to hold the Alleghany Highlands Housing Summit on April 25<sup>th</sup> at the Historic Masonic Theatre located in Clifton Forge.*

River Retreat Apartments

*R. Fralin estimates that building 4 will be complete this month and building 5 will be completed in June.*

Budget and Informal Budget Advisory Committee

*Staff is working internally on the budget and the Informal Budget Advisory Committee meets this week.*

Broadband

*Working with Craig-Botetourt Electric Cooperative (CBEC), the County submitted an application for funds to provide the last mile of broadband in the western portion of Alleghany County. The challenge determination period ends April 26<sup>th</sup>. No date has been set by the Virginia Department of Housing and Community Development (DHCD) to announce funded projects.*

Jackson River Trail Phase 5

*The contractor and engineers are working with Pyrawall to work out re-construction plans and establish a schedule. Sandbags are in place at the repair site and grass in all previously seeded areas is growing.*

Kids Fishing Day

*Alleghany County Parks and Recreation will host the 34<sup>th</sup> annual Kids Fishing Day at Boys' Home on April 20<sup>th</sup>. Registration begins at 8:30 a.m.*

Wrightsville

*The Wrightsville housing project has been complete and is in the process of being closed out by DHCD.*

He recognized Mrs. Munsey for the work she has done on the project.

BOARD MEMBER COMMENTS (INQUIRIES/REPORTS):

Miscellaneous

Mr. Dodd thanked everyone for coming to the meeting and Sheriff Moore for his report.

Mrs. Cox thanked everyone for coming to the meeting. She mentioned to Sheriff Moore that she saw his post on Facebook regarding the shifting of School Resource Officer's and thought that his explanation was wonderful. She commented that this gives the students the opportunity to be familiar with different faces. She stated that she is looking forward to getting information back on the Fire & EMS study and mentioned that representatives from Boiling Spring were present tonight.

Dr. Goings thanked everyone for coming to the meeting. He commented that there is a flyer at each seat from the Alleghany Highlands Arts & Crafts Center regarding the Annual School Art Exhibit that will be held on April 11<sup>th</sup> from 4:30 p.m. to 6:30 p.m. He recommended that everyone go by and see the exhibit.

Mr. Griffith thanked everyone for coming to the meeting, Sheriff Moore for his information, and the presentation by the State Fire Services Board. He commented that it will take time to digest and go through the Fire & EMS study information. He mentioned that a lot of areas have problems with getting volunteers and there needs to be incentives.

Mr. Garten thanked everyone for coming to the meeting. He asked when the Bike Rodeo will be held. Sheriff Moore

replied that it will be held on May 4<sup>th</sup>.

ADJOURNMENT:

On motion of Mr. Griffith, seconded by Dr. Goings, that the meeting be adjourned at 8:10 p.m. Motion carried.

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G. Matt Garten  
Chairman