



COMMITTEE MEMBERS PRESENT:

Greg Cebula, Board Member
Paul D. Trampe, Board Member
Larry K. Pritchett, Treasurer
Debbie Williams, Commissioner of Revenue
Mary Sorrell, Director of Finance
Ed Petrovitch, Deputy County Administrator

OTHER STAFF MEMBERS PRESENT:

Bonnie Jewell, Budget Manager
Annette D'Alessandro, Grants Manager
Lieutenant Arrend Hoopes, Sheriff's Office
First Sergeant Tim Bryner, Sheriff's Office
Tracy Edwards, Program Assistant, Sheriff's Office
Monty Willaford, Chief FREM
Jay Cullinan, Deputy Chief FREM
Jeff Bailey, Division Chief FREM
Stephen Wise, Lieutenant FREM
Donna Curry, Business Manager, FREM
Richard Zinky, Senior Financial Analyst

Grant Application Request for the FY 17 Highway Safety Grant Program Selective Enforcement for Alcohol

First Sergeant Bryner, Sheriff's Office, explained that the Sheriff would like to submit a grant application for the FY17 Highway Safety Grant Program for selective enforcement for alcohol. If approved, the application would seek \$90,000 in overtime for 2000 hours of selective enforcement for alcohol and \$3,000 in travel and training to allow two individuals to attend the Annual Conference on Transportation Safety (ACTS) Conference and Driving under the Influence (DUI) Conference.

First Sergeant Bryner explained that the application requires an in-kind service match of \$46,500 that will be met through the use of the Sheriff's Office fuel and maintenance costs for enforcement vehicles from the FY17 and FY18 operational budgets. The grant will not pay for the associated FICA, Medicare, and workers' compensation associated with the overtime. It is estimated that these associated costs will be \$8,505 and that the Sheriff's Office will absorb these costs through their FY17 and FY18 operational budgets. If awarded, the grant award period will run from October 1, 2016 through September 30, 2017. The application deadline is February 29, 2016.

Ms. Williams noted that the Sheriff had absorbed more than \$80,000 of local matches on recent grant acceptances and she asked how the Sheriff's office is able to continue to absorb local matches within their approved budget. Staff contacted Major Wells for a response. He will provide a response at the March 17th Finance Committee meeting and will be available to answer questions.

On a motion by Mr. Pritchett, seconded by Mr. Cebula, and passed unanimously, the Finance Committee recommended approval of the request to submit the grant application.

Grant Application Request for the FY 17 Highway Safety Grant Program Selective Enforcement for Speed

First Sergeant Bryner, Sheriff's Office, explained that the Sheriff would like to submit a grant application for the FY17 Highway Safety Grant Program for selective enforcement for speed. If approved, the application would seek \$72,000 in overtime for 1600 hours of selective enforcement for alcohol and \$1,500 in travel and training to allow two individuals to attend the Annual Conference on Transportation Safety (ACTS) Conference.

First Sergeant Bryner explained that the application requires an in-kind service match of \$36,750 that will be met through the use of the Sheriff's Office fuel and maintenance costs for enforcement vehicles from the FY17 and FY18 operational budgets. The grant will not pay for the associated FICA, Medicare, and workers' compensation associated with the overtime. It is estimated that these associated costs will be \$6,804 and that the Sheriff's Office will absorb these costs through their FY17 and FY18 operational budgets. If awarded, the grant award period will run from October 1, 2016 through September 30, 2017. The application deadline is February 29, 2016.

Mr. Pritchett asked about the effectiveness of these additional overtime hours. First Sergeant Bryner explained that the funding allowed the Sheriff's office to place additional deputies in service to focus on enforcement of speed. First Sergeant Bryner explained that they were able to issue several hundred citations per quarter because of this additional overtime funding and that there was still much work to be done as Spotsylvania ranks high in accidents per capita.

On a motion by Mr. Pritchett, seconded by Mr. Cebula, and passed unanimously, the Finance Committee recommended approval of the request to submit the grant application.

Grant Application Request for the FY16 Spring Rescue Squad Assistance Fund for the Sheriff's Office

Lieutenant Hoopes, Sheriff's Office, explained that the Sheriff's Office would like to apply for a 50/50 Virginia Department of Health Rescue Squad Assistance Fund Grant to purchase eight new Lifepak 1000 AED units. This project will allow the Sheriff's office to purchase two units for Animal Control and six for daily checkout by the patrol units.

The additional AEDs will allow all patrol deputies, on any given shift, to be equipped with an AED in their vehicle. The requested AEDs are compatible with the life support devices used by the Department of Fire, Rescue, and Emergency Management (FREM) which provides better patient care and a quicker response time on the scene.

If awarded, the grant would require a local match of \$9,433 which the Sheriff's Office would absorb in its FY 2017 Budget. If awarded funds, the award period would run from July 1, 2016 to June 30, 2017. The grant application deadline is March 15th.

Ms. Sorrell noted that Mark Taylor had asked how many total Lifepak AED units the Sheriff's office needed. Lieutenant Hoopes initially responded that they needed a total of eighty; however, the Sheriff's office has since notified Finance staff that the number should have been thirty-six.

There was a discussion about how many AED's the Sheriff currently has and Lieutenant Hoopes noted that they have been approved for twenty-eight and would have a total of thirty-six if this grant is approved.

On a motion by Mr. Cebula, seconded by Ms. Williams, and passed unanimously, the Finance Committee recommended approval of the request to submit the grant application.

Approval of Contract to Akian, Inc to Provide the Rapid Intervention Team Training House Construction

Stephen Wise, FREM Lieutenant, explained that FREM would like to award a contract to Akian, Inc in the amount of \$117,400 for the construction of the Rapid Intervention Team Training House. The initial funding for this project came from a Virginia Department of Fire Programs Regional Fire Service Training Grant of \$46,598 and the local funding match of \$13,420 both of which were approved on June 9, 2015. Staff is requesting the approval of a budget amendment and appropriation to move the \$57,382 balance of the funding needed from the FY16 Aid to Locality (Fire Programs) funding in the General Fund to the Capital Projects Fund.

Lieutenant Wise explained that this facility would be a prop that would be utilized to replicate various rescue scenarios of trapped personnel in confined spaces.

Mr. Pritchett asked for more explanation about how the Aid to Locality - Fire Programs funding is handled. Chief Willaford explained that the funding comes to the State from one-percent of fire-related insurance coverage and is allocated to localities to pay for approved fire related expenditures. Staff explained that approved annual budgets include the funding and anticipated expenditures and if there is excess funding at the close of the fiscal year, it is carried over to the next fiscal year's budget.

On a motion by Mr. Pritchett, seconded by Ms. Williams, and passed unanimously, the Finance Committee recommended approval to award the contract to Akian, Inc and to approve the budget adjustment and appropriation for the balance of the funding needed for this contract.

Dr. Trampe arrived.

Grant Application Request for the FY17 Virginia Department of Fire Programs Regional Fire Services Training Facilities Program to Purchase a Flashover Simulator

Jeff Bailey, FREM Division Chief, explained that FREM would like to submit a grant under the Virginia Department of Fire Programs (VDFFP) Regional Fire Services Training Facilities Grant Program to purchase a Flashover Simulator.

Division Chief Bailey explained that flashovers can occur quickly, creating temperatures that range between 900-1200 degrees, which are not survivable for more than a few seconds. He explained that the simulator provided valuable training to allow firefighters to recognize signs of impending flashovers. The grant application would seek funding to purchase the flashover simulator and to hire a contractor to pour a concrete pad. The maximum grant application request is limited to \$50,000. The total estimated cost for the project is \$51,900. FREM proposes to use their annual Aid to Locality -State Fire Programs funding to pay the \$1,900 difference.

Division Chief Bailey explained that ongoing annual costs of \$5,000 will be required to purchase burn material that will be used in the simulator, which FREM anticipates can be absorbed within their future adopted budgets. All applications must be postmarked by March 1, 2016 and if awarded the funds must be spent within twelve months of the award date.

On a motion by Ms. Williams, seconded by Mr. Pritchett, and passed unanimously, the Finance Committee recommended approval of the request to submit the grant application.

Budget Amendment & Appropriation for Rappahannock Regional Fire and EMS Training Center

Donna Curry, FREM Business Manager, explained that FREM staff was requesting a \$5,872 increase to the budget for its training facility, the Rappahannock Regional Fire and EMS Training Center. This adjustment would bring the budget for the training center in line with the agreed upon contributions of the County and its joint partners.

The Center is a joint partnership with Spotsylvania and the City of Fredericksburg and King George County and annually, each of the partners contributes \$6,000 to its maintenance and operation.

In the current FY 2016 budget for the Center, only \$12,128 is budgeted for the combined contributions of the three municipalities. As such, staff requests that \$5,872 be added to the Center's repairs and maintenance budget to correct the original budget and bring the total budget to \$18,000.

On a motion by Ms. Sorrell, seconded by Mr. Pritchett, and passed unanimously, the Finance Committee recommended approval of the budget amendment and appropriation.

Budget Adjustment & Appropriation to Recognize Verizon Refund & to Make Payment to Utilities Review Consultant

Bonnie Jewell, Budget Manager, explained that Finance staff has been working since April 2014 with a consultant to perform auditing services of the County utilities (telephone, cable, gas) bills to ensure the County is being charged correctly for utilities services. Recently a check in the amount of \$67,218.37 was received from Verizon as a result of the consultant's work to identify and have Verizon correct charges related to E911 billings.

Ms. Jewell explained that the contract with the consultant required that the County pay the consultant 24% of all funds refunded to the County as a result of the consultant's work plus 24% of the amount saved each month for a period of 12 months. The payment made to the consultant specific to the work done related to the Verizon credit associated with E911 billings was \$21,430.08.

Staff is requesting approval of a budget adjustment to recognize as revenue the \$67,218 received as a refund from Verizon, and then to increase the E911

telephone account by the \$21,430 paid to the consultant. This adjustment will decrease the use of General Fund balance by \$45,788. Ms. Jewell explained that the estimated on-going annual reduction in these utilities would be \$74,068, which has been factored into the FY 2017 Recommended budget.

On a motion by Mr. Pritchett, seconded by Mr. Cebula, and passed unanimously, the Finance Committee recommended approval of the budget amendment and appropriation.

Shift of Existing Funding From Existing Utilities Project to Establish New Project, 12" AC Line Replacement (WT 1608)

Ed Petrovitch, Deputy County Administrator, explained that staff is requesting a budget amendment to shift funding from an existing Utilities Project (Brock Road 12" Waterline Extension) to a new project (American Center Line Replacement). He explained that the new project was planned for FY 2018, but that a section of the water line that is near two schools (Wilderness Elementary and Ni River Middle) failed and caused both schools to be out of service. As a result staff began work immediately to repair the line with an eye towards reworking the line to provide for future replacement projects while also providing a second feed to the schools. The \$50,000 transferred from the Brock Road 12" waterline project will be used to cover the initial engineering and design phase and an additional \$300,000 will be transferred from another project in FY 2017 to cover the construction phase.

On a motion by Ms. Williams, seconded by Dr. Trampe, and passed unanimously (with Mr. Petrovitch abstaining), the Finance Committee recommended approval of the budget amendment.

Other Business:

Jay Cullinan, FREM Deputy Chief, explained that on February 17, 2016, the County received notification that the Department of Homeland Security had released the guidance document for the next round of Staffing for Adequate Fire and Emergency Response (SAFER). According to the summary information, if awarded funding will be available for two years, there is no local match requirements (although there will be additional costs for physicals, training, turnout gear, etc), and there is no requirement to maintain the positions after the award ends. Grants will be awarded on a rolling basis from 06/30/2016 through 09/30/16. Applications are due on 03/25/16.

Deputy Chief Cullinan explained that FREM would like to submit an application requesting three additional EMS Supervisors. He explained that the grant would only fund at entry level so there would be a local match of approximately \$25,000 annually for the three new positions. There was a discussion about the relatively short turnaround time to meet the application deadline. Staff

suggested that the Finance Committee review the request at their March 17th meeting and if approved, forward the request to the March 22nd Board meeting for the Board's review. The Finance Committee agreed with this timeline.

ADJOURNMENT

Ms. Sorrell adjourned the meeting.