

**MINUTES  
KING WILLIAM COUNTY  
BOARD OF SUPERVISORS  
WORK SESSION OF AUGUST 8, 2016**

A meeting of the Board of Supervisors of King William County, Virginia, was held on the 8<sup>th</sup> day of August, 2016, beginning at 7:00 p.m. in the Board Meeting Room of the County Administration Building:

**RE: CALL TO ORDER**

The Chairman called the work session to order.

**RE: ROLL CALL**

The members were polled:

William L. Hodges	Aye
Travis J. Moskalski – Vice Chairman	Absent
David E. Hansen	Aye
Robert W. Ehrhart II	Aye
Stephen K. Greenwood - Chairman	Aye

Others in attendance:

Bobbie Tassinari, Acting County Administrator  
Daniel M. Stuck, County Attorney  
Stephen A. Aigner, Chief – Fire and EMS  
Bobbi Langston, Deputy Clerk to the Board  
Victoria Rowsey, Executive Assistant – Operations

**RE: PROPOSED WORK SESSION AGENDA**

a. Meeting Agenda Order of Business – Chairman Greenwood reviewed suggested changes, presented by staff, to the order of business listed on the monthly regular business meeting agenda for the Board of Supervisors. He noted the specific suggested change is to combine the review and the adoption of the meeting agenda making them one item.

By consensus of the Board, the suggested changes to the order of business for the meeting agenda were approved.

b. Fire and Emergency Services – Stephen “Andy” Aigner, Chief of Fire and EMS and Bobbie Tassinari, Director of Financial Services –

i. EMS Progress update – Mr. Aigner addressed the Board and expressed the need for moving forward and focusing on positive things going on with fire and EMS services throughout the County. He reported on the number of incidents that have occurred during the past seven weeks which included five vehicle accidents; two water rescues; a house fire; and a house damaged by lightning.

Brief discussions were had that included the verification of certified volunteers while on the scene is determined by the color of the hat worn by the person; fire hydrant testing is performed by the Public Works Department; the use of county vehicles by certain county staff; and the task of performing fire inspections for businesses are done by the new Fire and EMS Chief as time permits.

ii. EMS Billing Services – Mr. Aigner noted the County currently pays a 7% base fee on all collected funds through the current EMS billing service. He has reached out to Northern Neck Planning District Commission to discuss the possibility of King William County joining an already established regional effort, in order to reduce the base fee and increase the revenues collected for these services. He noted that given the cancellation notification requirements of the current contracted service a resolution is necessary to be brought to the Board for consideration in the near future.

iii. SAFER Grant status and current activities – Mr. Aigner reviewed the status of a SAFER grant that was accepted by the County several years ago. The information he reviewed covered County obligations for accepting the grant and noted the grant end date is nearing, October 2016. He also reviewed steps the County has taken, and those that still need to be taken to fulfill the grant requirements. The remaining funds have been put on hold until requirements are fulfilled. Physical exams for all new volunteers and a marketing campaign, to attract new members, are requirements that need to be met in order to request an extension for further use of the grant funds.

Ms. Tassinari explained that staff proposes to seek the assistance of an outside agency to fulfill the marketing campaign requirement. She further explained that FEMA has agreed to allow the County to use a portion of the grant funds to carry out this obligation.

There was general discussion on particulars of the information provided that included the urgency for staff to move forward with the required marketing campaign; grant compliance requirements; and steps required to request an extension of the grant.

c. Procurement Threshold – Ms. Tassinari explained the need to update the County procurement manual to replace the cap of \$500 to \$1,000 for department purchases. Currently, all departmental purchases over \$500 require a purchase order

from the Finance Department and documentation of quotes. Competitive pricing of supplies and services is routine within the County's departments. The requested cap increase will not impact the level of commitment by County employees to ensure the County is receiving the best pricing for daily operational needs. Raising the cap will reduce purchase order processing and additional paperwork currently required. Internal controls are in place within County departments to ensure appropriate authorization is received, best pricing is achieved, and procurement processes are followed.

The Board authorized Ms. Tassinari to present a resolution for consideration of the procurement threshold change during their August business meeting.

d. County Attorney comments – Mr. Stuck briefly updated the Board on several items he is currently working on for the County. Those items include an agreement with HRSD involving the sewer system in the County; litigation with Nestle Purina has to be a priority; proffer changes made during the recent General Assembly session require briefing of and discussions with the Board; and organization of the fire and EMS system in the County. He is seeking Board direction on the priorities of this work and any additional items.

He also mentioned that he recalls a discussion had several years ago, regarding requests for County assistance for system pump outs and equipment repairs by some Mt. Olive residents on their property, however no written guidance was provided to staff on how to proceed.

The Board directed staff to no longer expend County funds to assist with system pump outs or equipment repairs on private property. Any repairs and pump outs are considered the responsibility of the property owner; the County will continue to maintain their portion of the system. Ms. Tassinari will provide written guidance to staff on this subject.

e. Interim County Administrator discussion – A brief discussion was had on the need to fill the vacant County Administrator position with an interim. Currently Ms. Tassinari is the Acting County Administrator, for an expected short period of time, during the search for an interim.

The County Attorney has reached out to several potential candidates, for Board consideration, to fill this position. He suggested that the Board fill the vacant position

relatively quickly, especially given that the County is currently short staffed. He also suggested the Board consider authorizing a staff member to sign checks and documents on behalf of the County during the absence of a County Administrator.

Supervisor Hodges moved to authorize Bobbie Tassinari, Acting County Administrator, to sign checks and documents on behalf of the County until an interim County Administrator is appointed; motion was seconded by Supervisor Hansen and approved by the following roll call vote:

T. J. Moskalski	Absent
D. E. Hansen	Aye
R. W. Ehrhart II	Aye
W. L. Hodges	Aye
S. K. Greenwood	Aye

Discussions continued that included the level of experience required for the County Administrator position; necessity for the Board to take the time to choose a suitable permanent candidate; process could take up to six or seven months; and if a contract is necessary for an interim.

At the close of discussions, Ms. Tassinari clarified at the present time, given expenditures and revenues received to date, approximately \$1,000,000 is expected to be returned to the County fund balance.

**RE: CLOSED MEETING**

Motion was made by Supervisor Ehrhart, seconded by Supervisor Hansen, that the Board enter Closed Meeting pursuant to § 2.2-3711(A)(1) of the Code of Virginia, to consider a personnel matter involving the appointment of a specific public officer, specifically an Interim County Administrator. The members were polled:

D. E. Hansen	Aye
R. W. Ehrhart II	Aye
W. L. Hodges	Aye
T. J. Moskalski	Absent
S. K. Greenwood	Aye

Having completed the closed meeting, Chairman Greenwood called the meeting back to order in open session.

Chairman Greenwood called for a motion to approve Standing Resolution 1 (SR-1). In accordance with Section 2.2-3717(D) of the Code of Virginia, 1950, as amended, Supervisor Ehrhart moved that the King William County Board of Supervisors adopt the following SR-1 resolution certifying that the closed meeting was

conducted in conformity with the requirements of the Virginia Freedom of Information Act; motion was seconded by Supervisor Hodges.

Chairman Greenwood announced the motion was properly moved and properly seconded; he called for any discussion. There being no discussion among Board members the SR-1 was adopted. The members were polled:

R. W. Ehrhart II	Aye
W. L. Hodges	Aye
T. J. Moskalski	Absent
D. E. Hansen	Aye
S. K. Greenwood	Aye

**STANDING RESOLUTION – 1 (SR-1):**

**A RESOLUTION TO CERTIFY COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT REGARDING MEETING IN CLOSED MEETING**

WHEREAS, the King William County Board of Supervisors has convened a closed meeting on this date pursuant to an affirmative recorded vote, and in accordance with the provisions of the Virginia Freedom of Information Act; and,

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certification by the King William County Board of Supervisors that such closed meeting was conducted in conformity with Virginia law,

NOW, THEREFORE, BE IT RESOLVED, that the King William County Board of Supervisors on this 8<sup>th</sup> day of August, 2016, hereby certifies that, to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were heard, discussed, or considered in the closed meeting to which this certification resolution applies, by the King William County Board of Supervisors.
2. Only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the King William County Board of Supervisors.

**RE: ADJOURNMENT**

There being no other business to come before this board the Chairman adjourned the meeting at 9:55 p.m.

COPY TESTE:

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Stephen K. Greenwood, Chairman  
Board of Supervisors

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Bobbi L. Langston  
Deputy Clerk to the Board