

**MINUTES
KING WILLIAM COUNTY
BOARD OF SUPERVISORS
WORK SESSION OF NOVEMBER 30, 2015**

A meeting of the Board of Supervisors of King William County, Virginia, was held on the 30th day of November, 2015, in the Board Meeting Room of the County Administration Building, with the following present:

Stephen K. Greenwood, Vice-Chairman
C. Thomas Redd III
Travis J. Moskalski
Otto O. Williams

K. Charles Griffin, County Administrator
Daniel M. Stuck, County Attorney
Amanda Six, Director of Financial Services
Bret Schardein, Director of Community Development
Chris Bruce, Emergency Management Coordinator
Bobbi Langston, Deputy Clerk to the Board
Victoria Rowsey, Executive Assistant – Operations

RE: CALL TO ORDER

Vice-Chairman Greenwood called the work session to order at 7:00 p.m. The members were polled:

C. T. Redd III	Aye
T. J. Moskalski	Aye
S. K. Greenwood	Aye
O. O. Williams	Aye
T. S. Stone	Absent

Chair Stone joined the meeting at 7:20 p.m.

RE: MATRIX CONSULTING – Final report presentation for improved fire and emergency medical transport services – Mr. Robert Finn, with Matrix Consulting, gave background details of the study for improved fire and emergency medical transport services for King William County. He continued with a final report presentation. The report suggests the County should put in place a number of administrative procedures with the volunteer fire and rescue organizations that contributions are made to. Some of the suggestions were to require an annual financial audit from each company; formalize response procedures to enhance service delivery; standardize procedures for time entry into the CAD system to track performance; develop on call schedules to improve crew availability; and development of apparatus maintenance and replacement plans will improve planning. He said county-wide efforts can improve efficiency such as recruiting and training personnel; a single fire prevention plan for the County to ensure consistency; to develop a county-wide life safety education plan; and

inspections and cleaning of turnout gear. There are opportunities to improve station safety such as the installation of vehicle exhaust extraction systems and centrally monitored fire alarm systems.

Chair Stone stated the final payment for Matrix Consulting will be considered at the Boards' regular business meeting of December 14, 2015.

RE: EMS and Fire Response Statistics – July through October – Chris Bruce, Emergency Management Coordinator, reviewed the statistics of the responses by each of the departments for the very busy first four months of the 2016 fiscal year; a total of 619 calls were dispatched in the County. King William Volunteer Fire and Rescue was dispatched to 279 calls, which was the most of the five departments. Mangohick Volunteer Fire Department began providing ambulance coverage to their first response on October 16, 2015. Also, King William Volunteer Fire and Rescue passed their bi-annual Virginia Office of EMS inspection. He noted the working relationship with LifeCare paid EMS staff and the volunteer organizations has been better than expected. He added that LifeCare responded to a total of 122 calls that included two calls for King & Queen County.

RE: Personnel Policy Introduction/Discussion – Mr. Stuck gave an overview of the draft personnel policy that has received both legal and administrative review and comment. The current personnel policy is nearly twenty years old and has not been significantly updated. The draft policy will replace one that was adopted in February of 1997 and is intended to provide an updated policy that is clear as to who it applies to and who bears responsibility and authority for its administration. The draft policy is also designed to allow changes to the details of the state retirement system, the health insurance program, drug and alcohol regulations, and other future legal mandates to be accommodated without having to completely rewrite large portions of the local personnel policy manual. The underlying thought behind the drafting was that personnel administration has become increasingly more regulated by the state and federal governments and the technical requirements for compliance exceed the ability of part-time elected officials to properly monitor. He suggested the Board should require a regular periodic review of the overall personnel policy by staff and any suggested policy changes should be submitted to the Board for consideration no less

than once every two years and more often as necessary. He also suggested that annually, during the budget process, the Board establishes what funds will be allocated for employee compensation and how they will be divided between pay for performance and across the board pay scale adjustments. Each year job classifications and pay scales should be approved along with a position allocation list showing authorized positions. He said if the steps suggested are routinely followed, staff will be focused on keeping the personnel system current and in the future the County will not be faced with an old policy and the existence of numerous inconsistencies with that policy.

Amanda Six, Director of Financial Services, reviewed some of the suggested changes to the policy such as the short term disability plan; accrual of leave for exempt and non-exempt employees to be the same; tweaking the workers compensation plan; and a recommendation regarding sick leave to be paid out for employees with over 5 years of service to the county.

There was a brief discussion of the need for a contract between the Board and the Constitutional Officers for opt out options in the County personnel plan.

The Commonwealth's Attorney, Matthew Kite, will attempt to prepare an agreement for the individual Constitutional Officers to be considered during the Board of Supervisors' regular business meeting of December 14, 2015.

RE: Request to join Middle Peninsula Regional Economic Development Organization – Mr. Griffin gave a brief overview of the request for King William County to join the Middle Peninsula Regional Economic Development Organization. He noted the counties of Essex, Gloucester, King & Queen, Mathews and Middlesex, and the towns of Tappahannock, Urbanna and West Point have pledged an initial contribution of \$5,000 each to launch this regional organization. He recommends the Board authorizes the expenditure of \$5,000 to the newly forming organization.

Consensus of the Board was to include this request as an item for consideration during their December regular business meeting.

RE: Salary increase request for two KWSO Investigators – Mr. Griffin briefly reviewed a salary adjustment request from Sheriff Walton for two investigators in his office. These two investigator positions were recently reclassified from Grade 18 to

Grade 21. The request is for the salary of both investigators be brought close to the same position in Grade 21 of the pay and classification plan for the County, as they were in Grade 18.

There was a brief discussion among the Board members, Sheriff Walton and the County Administrator on this matter.

Upon completion of discussions C. T. Redd III moved for approval of an increase of \$3,000 to each of the two investigators requested by the Sheriff; the motion was seconded by T. S. Stone and approved by the following roll call vote:

T. J. Moskalski	Aye
S. K. Greenwood	Aye
O. O. Williams	Aye
C. T. Redd III	Aye
T. S. Stone	Aye

RE: Tax exemption status requests from the King William Historical Society and the Historical Society of West Point – Mr. Stuck verified that the Parent-Child Development Center, Inc. was granted an exemption from real and personal property taxation in 1990 by the Virginia Assembly, so long as it operates as a non-profit and the property is used for charitable purposes. He did not find any exemption for King William Historical Society or the Historical Society of West Point by the General Assembly or the Board. He noted in 2003 § 58.1-3651 of the Code of Virginia was enacted to implement a change in the Virginia Constitution that transferred the consideration of these exemptions from the General Assembly to the localities. After research, he believes that any exemption would be effective only on and after the date granted. He suggested that if relief for 2015 is desired, the Board consider a donation in the amount of the taxes that would be due. The County is authorized by state law to contribute to these historical societies. He said in the drafted ordinance the exemption considered has an effective date of January 1, 2016.

A discussion was had on public hearing advertisement requirements and that the requestor is responsible for the cost of advertisement. It was noted the advertisement combines the two requests in order to keep the cost down; the cost will be split between the two requestors.

RE: Improved broadband service for the King William County complex buildings – cooperative solution with New Kent County – Mr. Griffin informed the Board

of his intentions to move forward with upgrading internet service provided to the County complex buildings by adding broadband service by a cooperative effort with New Kent County. He gave details of the costs and steps necessary to install the equipment to improve service. He said the cost estimate for completing the fiber work at the County complex is \$2,500 and \$5,000 for the equipment, plus sharing in the cost of the fiber work at New Kent County, estimated to be approximately \$1,000.

There were discussions about the proposed use of the existing County fire tower to install the necessary equipment for the proposed improved service. Concerns of the safety of the fire tower due to its age was expressed. Questions were raised as to why the new tower, recently installed behind the new courthouse, was not considered for the installation.

RE: ADJOURNMENT

There being no other business to come before this board Chair Stone adjourned the meeting at 9:00 p.m.

COPY TESTE:

Terry S. Stone, Chairman
Board of Supervisors

Bobbi L. Langston
Deputy Clerk to the Board