

**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
SPECIAL MEETING
April 12, 2016**

The Henrico County Board of Supervisors convened a special meeting on Tuesday, April 12, 2016, at 5:15 p.m., in the County Manager's Conference Room, Administration Building, Henrico County Government Center, Parham and Hungary Spring Roads, Henrico, Virginia.

Members of the Board Present:

Tyrone E. Nelson, Chairman, Varina District
Richard W. Glover, Vice Chairman, Brookland District
Thomas M. Branin, Three Chopt District
Patricia S. O'Bannon, Tuckahoe District
Frank J. Thornton, Fairfield District

Other Officials Present:

John A. Vithoukias, County Manager
Joseph P. Rapisarda, Jr., County Attorney
Barry R. Lawrence, CMC, Assistant to the County Manager/Clerk to the Board
Tanya B. Harding, Administrative Assistant/Deputy Clerk to the Board
Joseph A. Casey, Ph.D., Deputy County Manager for Administration
Jane D. Crawley, Deputy County Manager for Community Services
Douglas A. Middleton, Deputy County Manager for Public Safety/Chief of Police
Randall R. Silber, Deputy County Manager for Community Development
Tamra R. McKinney, Director of Public Relations & Media Services

Mr. Nelson called the meeting to order at 5:29 p.m.

Mr. Vithoukias reminded the Board of the budget public hearing scheduled for the 7:00 p.m. regular meeting.

Fire Recruitment and Hiring Update

Mr. Vithoukias referred to changes that Fire Chief Tony McDowell has made to the Division of Fire's recruitment process with the assistance of the Department of Human Resources. He recognized Chief McDowell, who in turn acknowledged Human Resources Director Paula Reid and Assistant Director Becky Simulcik for their efforts in helping the division improve its recruitment process. Chief McDowell introduced Andrew Snead, Personnel Coordinator for the division, who retired from Fairfax County as Deputy Fire Chief and served as Acting Fire Chief for the City of Alexandria during a transition in the position. Chief McDowell commented on Mr. Snead's strong professional expertise in personnel training and recruitment.

Chief McDowell and Mr. Snead jointly narrated a slide presentation on the recruiting, hiring, and training process for the Division of Fire. Chief McDowell began the presentation by noting the division is an internationally accredited agency, recently achieved an Insurance Service Office (ISO) Class 1 rating, was honored by the 2015 Congressional Fire Services Institute for "Best Practices in Fire-Based EMS," and is meeting the emergency and non-emergency needs of the community. He then elaborated on the first goal of the division's 2013-2018 Continuous Improvement Strategy, which is to develop a workforce that is prepared to achieve the mission and vision of the division while exemplifying the core values. Chief McDowell emphasized that the division's ultimate goal is to hire the highest quality candidate who mirrors the community and is the best fit for the division. He shared two photographs depicting firefighters engaging residents of eastern Henrico's Essex Village, profiled the division's ideal candidate, and explained the attributes of the division's industrial athlete.

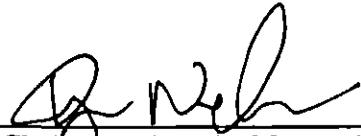
Mr. Snead came to the podium and addressed recent changes in the division's hiring process that have significantly increased the number of candidates being interviewed and brought more diversity to the applicant pool and recruit class. In response to a question from Mr. Nelson, Mr. Snead advised that the division received 1,140 applications during its last recruitment and interviewed 180 candidates. Mr. Snead also reviewed a slide listing items that are included in the division's personal history questionnaire used to score applicants. Chief McDowell returned to the podium and discussed the training curriculum for the 27-week fire academy for new recruits. Mr. Snead then provided case study statistics for, and a profile of, the division's 65th recruit academy as well as photos of the recruits. Chief McDowell offered closing remarks and expressed appreciation to Mr. Snead for his work in enhancing the division's recruitment, hiring, and training process.

At the conclusion of the presentation, Chief McDowell responded to several questions from Mr. Glover regarding the division's turnover rate and retirement benefits. He noted for Mr. Glover the number one quality the division is looking for in applicants is the desire to serve. Mr. Thornton congratulated Chief McDowell and his staff for their steadfast commitment to bring more inclusion to the division's recruiting process and for setting an example for other localities. Mr. Nelson remarked he is impressed with the most recent class of recruits and thanked Chief McDowell for the division's work in this area.

Regular Meeting Agenda Items

Mr. Vithoukas reviewed the agenda for the 7:00 p.m. regular meeting. He informed the Board that his slide presentation preceding the public hearing on the proposed FY16-17 budget would take 25 to 30 minutes. Mr. Vithoukas noted four individuals were signed up to speak during this hearing, one of whom would be expressing concerns about overcrowding at Glen Allen Elementary School. He clarified for Mr. Glover the timeframe for the planned expansion of the school and the status of funding for this project. Mr. Vithoukas briefly referred to the other items on the agenda, which included two proclamations, three rezoning cases, one other public hearing item, and six general agenda items. He reminded the Board that the grand opening ceremony for Fire Station No. 10 will be held on Saturday, April 16, and that one individual had signed up to speak during the public comment concerning the design of the County's flag and seal.

There being no further business, the meeting was adjourned at 5:55 p.m.

A handwritten signature in black ink, appearing to read 'D. Neel', written over a horizontal line.

Chairman, Board of Supervisors
Henrico County, Virginia