

**COUNTY OF HENRICO, VIRGINIA
BOARD OF SUPERVISORS
SPECIAL MEETING
July 9, 2013**

The Henrico County Board of Supervisors convened a special meeting on Tuesday, July 9, 2013, at 5:00 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:

David A. Kaechele, Chairman, Three Chopt District
Patricia S. O'Bannon, Vice Chairman, Tuckahoe District
Richard W. Glover, Brookland District
Tyrone E. Nelson, Varina District (arrived at 5:10 p.m.)

Member of the Board Absent:

Frank J. Thornton, Fairfield District

Other Officials Present:

John A. Vithoukas, County Manager
Joseph P. Rapisarda, Jr., County Attorney
Joseph T. (Tom) Tokarz II, Deputy County Attorney
Barry R. Lawrence, CMC, Assistant to the County Manager/Clerk to the Board
Tanya B. Harding, Deputy Clerk to the Board/Administrative Assistant
Jane D. Crawley, Deputy County Manager for Community Services
Timothy A. Foster, Deputy County Manager for Community Operations
Randall R. Silber, Deputy County Manager for Community Development
Wilbert J. (Bert) Childress, Technology Support Specialist, Manager's Office
Tamra R. McKinney, Director of Public Relations & Media Services
Anthony E. McDowell, Chief, Division of Fire
Arthur D. Petrini, Director of Public Utilities

Mr. Kaechele called the meeting to order at 5:02 p.m. He announced that Mr. Thornton would not be in attendance and Mr. Nelson would be arriving a few minutes late.

Mr. Vithoukas briefly referred to the three items listed on this agenda. He noted that although the first two items were being presented for informational purposes only the third item will require action by the Board this coming fall.

Division of Fire Continuous Improvement Strategy

Mr. Vithoukias recognized Chief McDowell, who introduced the following members of his staff who were in the audience: Mike Cox, Assistant Chief for Operations; Andrew Baxter, Assistant Chief for Professional Services; Jeff Powell, Captain for Planning and Technology; and Robin Raton, Information Technology Data Geographic Information System Specialist. Chief McDowell noted that the Division of Fire's Continuous Improvement Strategy is a cooperative effort involving the Division of Police's Emergency Communications Office and the Department of Information Technology as well as the Division of Fire. Members of his staff distributed two documents to the Board, the Division of Fire's *2013-2018 Continuous Improvement Strategy* and *2013 Community Risk Assessment & Standards of Response Coverage*.

Chief McDowell narrated a slide presentation on this item. He pointed out that the main goal of the strategy is to actively engage employees by finding innovative ways to reduce response times, improve customer service, and enhance firefighter safety while continuing to maximize existing resources. Chief McDowell updated the Board on the Division's current pursuit of reaccreditation from the Commission on Fire Accreditation International by reviewing the several elements of fire service accreditation, which included a comprehensive self-assessment, continuous improvement planning, a community risk assessment, and establishing standards of response coverage. He noted that the Division of Fire was the first fire department in Virginia to be accredited and is one of only 175 fire departments internationally to have received accreditation out of 35,000 local fire departments. The County was the first locality in Virginia to have all three of its public safety agencies (Fire, Police, and Sheriff) accredited. This is the fourth accreditation process in which the Division of Fire has participated.

Chief McDowell emphasized that the Division's Continuous Improvement Strategy is a stakeholder-driven process. He continued his presentation by noting the four components of the Division's community risk assessment – fire, emergency medical services, special operations, and all hazards/disasters. Chief McDowell advised the Board that understanding the occurrence and causes of structure fires is a major priority for the Division of Fire and that the Division has conducted a structural fire risk assessment to classify structure fires based on the risk that is present instead of on the use group. He responded to a question from Mrs. O'Bannon regarding the classification of public school buildings. Chief McDowell also advised the Board that the Division has improved its Structure Hazard Classification System by giving consideration to the type of use, size of the structure, number of floors, and availability of hydrants within a 2,000 foot travel distance. Under this enhanced system, structure fires are assigned to one of the following four categories: special hazard, high hazard, moderate hazard, and low hazard. In response to a question from Mr. Kaechele pertaining to how calls coming in to the County's Emergency Communications Center are assessed and classified, Chief McDowell directed the Board to page 18 of the *2013 Risk Assessment & Standards of Response Coverage* document and elaborated on how the system's database is accessed and maintained.

Chief McDowell continued his presentation by reviewing changes to structural fire alarm assignments and how the Division has maximized efficiency by sending an Effective Response

Force (ERF) to reported fires. This helps ensure that the right number of crews, firefighters, and resources are dispatched. Chief McDowell also reviewed the Division's critical task analysis for moderate risk structure fire calls. He noted that the Division implemented these changes on February 1 of this year after briefing the County Manager this past fall, completing the necessary programming changes to the Computer Aided Dispatch (CAD) system, and properly training all of the County's communications officers. Chief McDowell explained how the new system was successfully tested shortly after it went live when the Division responded to a fire at a large apartment complex off of Mayland Drive. He responded to a question from Mrs. O'Bannon concerning the Division's rescue efforts for the building's occupants.

Chief McDowell next addressed the Division's full structural assignments from January 2012 to June 2013, performance objectives in responding to alarms, and analysis of fire station districts. He also provided a deployment overview and sample district overview of fire service and Emergency Medical Service (EMS) calls using Fire Station 10 as an example. Chief McDowell commented again on the 2013 reaccreditation process, noting that an accreditation committee had recently spent a week at the County interviewing various officials and members of staff and touring fire stations and facilities. After reviewing its findings, the committee has recommended to its commission that the County be reaccredited. The commission's decision will be forthcoming in August. Chief McDowell concluded his presentation by noting that the Division takes PRIDE in its unique calling to fulfill the needs of its customers in the community it shares. The acronym PRIDE, which was developed by employees working on the Continuous Improvement Strategy, stands for professionalism, respect, integrity, dedication, and empathy.

Following Chief McDowell's presentation, Mr. Silber and Mr. Rapisarda assisted him in responding to questions from Mr. Glover relating to building code requirements for firewalls in apartment buildings. Chief McDowell responded to questions from Mrs. O'Bannon regarding the potential impact of faster response times on homeowners' insurance rates and to questions from Mr. Glover pertaining to the Division's equipment for addressing fires in high rise buildings and responsibilities with respect to Richmond International Airport. He also responded to a question from Mr. Glover pertaining to the status of planned upgrades to the County's fire stations and to a question from Mr. Kaechele concerning the tracking of fire and EMS calls that are triggered by fire alarms and private security systems. Mr. Kaechele thanked Chief McDowell and the Division of Fire for their innovative response and dedication to the citizens of Henrico and congratulated the Division on its pending reaccreditation. Mr. Vithoukas suggested that the Continuous Improvement Strategy is a potential topic for future town meetings held by members of the Board.

Nutrient Trading Agreement

Mr. Vithoukas recognized James Grandstaff, Water Reclamation Facility (WRF) Division Director, who narrated a slide presentation titled *Private Nutrient Credit Sales Agreement with South Central Wastewater Authority*. Mr. Grandstaff advised the Board that the South Central Wastewater Authority (SCWWA) has requested that the Department of Public Utilities (DPU) sell excess nitrogen and phosphorous credits to them under a private agreement. Because WRF

is currently operating below the facility-specific load allocations for nitrogen and phosphorous, it has excess credits to sell. Entering into this private sales agreement will not require additional resources, does not increase risk, and brings additional revenue to DPU. Mr. Grandstaff provided a brief explanation of the Watershed General Permit issued by the Commonwealth of Virginia in 2005 and the Virginia Nutrient Credit Association established the same year that authorizes participants to sell and purchase credits outside the association. He also updated the Board on the status of the County's nutrient trading and sales, noting that DPU received \$540,493 from the Association for sales of nutrient credits generated in 2011 and is scheduled to receive \$363,800 for the sale of nutrient credits generated in 2012. Mr. Grandstaff completed his presentation by offering projections of additional revenue that DPU expects to receive from nutrient credit sales in 2015 and 2016. He, Mr. Vithoulkas, and Mr. Petrini responded to questions from the Board relating to why SCWWA is interested in buying these credits, the geographic area served by SCWWA, how DPU stores biosolids, and the County's liability in these types of agreement.

VRS Hybrid Retirement Plan

Mr. Vithoulkas pointed out that this item resulted from legislation approved by the Virginia General Assembly in 2012. He recognized Paula Reid, Director of Human Resources, who introduced Julia Sleeman, the County's Benefits Manager. Mrs. Reid thanked Mrs. Sleeman; Cindy Smith, the County's Risk Manager; and staff from the Department of Finance and County Attorney's Office for their assistance in gathering and reviewing information pertaining to this item.

Mrs. Reid narrated a slide presentation on this item. She began by summarizing benefits for the two current Virginia Retirement System (VRS) plans and citing employee and employer contribution rates for the defined benefits component of the hybrid plan that was created by the General Assembly in 2012 with an effective date of January 1, 2014. In response to questions by Mr. Glover, Mr. Vithoulkas and Director of Finance Gene Walter explained the disparities in VRS actuarial rates paid by localities as opposed to those paid by the Commonwealth of Virginia. Mr. Kaechele referred to an article appearing in the July 9 *Richmond Times-Dispatch* reporting how the Commonwealth plans to address its VRS liability. In response to a further question by Mr. Glover, Mrs. Reid clarified the County's current VRS contribution rates for general government employees and teachers. In response to a question from Mrs. O'Barmon, Mr. Vithoulkas pointed out that localities are saddled with part of the Commonwealth's VRS liability.

Mrs. Reid continued her presentation by reviewing the employee and employer contribution rates for the defined contribution component of the VRS hybrid plan. In response to questions from Mr. Kaechele, she clarified the percentages of the employer and employee match. Mrs. Reid next explained how eligibility is determined for the hybrid plan. In response to questions from Mr. Kaechele, she elaborated on how employees can benefit from participating in the hybrid plan. Mrs. Reid resumed her presentation by discussing the Virginia Local Disability Program (VLDP), which has been established to provide short and long term disability for employees in

the hybrid plan. She noted that VLDP has three components – short term disability (STD), long term disability (LTD), and long term care. Mrs. Reid and Mr. Vithoukaskas responded to a question by Mrs. O’Barmon concerning the pricing of long term care under VLDP. Mr. Vithoukaskas responded to a question from Mr. Nelson relating to the payment of premiums for VLDP disability and long term care coverage.

Mrs. Reid next addressed VLDP rates and options for teachers and political subdivisions. She advised the Board that political subdivisions may opt out of VLDP, but must provide a comparable program of short and long term disability coverage. Political subdivisions that opt out will not have to provide a long term care component in their program. A decision to opt out is irrevocable. VRS has set a September 1, 2013, date by which political subdivision must opt out but will extend this date to November 1, 2013, provided it receives an extension request by September 1. Mrs. Reid noted that she recommends taking advantage of this option because the Board of Supervisors, School Board, and Economic Development Authority (EDA) will all be required to take action. Options are under review and a recommendation will be put forward by staff prior to the deadline. In response to a question from Mrs. O’Barmon, Mr. Vithoukaskas clarified that all three bodies must take the same action. Mrs. Reid concluded her slide presentation by reviewing a timeline for the Board of Supervisors, School Board, and EDA to consider recommendations and adopt resolutions. Staff is proposing a work session with the Board on September 10 to discuss the VLDP recommendation and is proposing Board action on the resolution at the October 22 meeting.

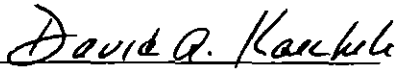
As a postscript, Mrs. Reid pointed out that VLDP benefits and current County benefits are designed very differently. She reviewed the County’s current short term and long term disability insurance costs and key points to be considered in determining whether to participate or opt out of VLDP. Mr. Vithoukaskas responded to a question from Mrs. O’Barmon regarding the age limit for long term disability insurance coverage and to questions from Mr. Nelson concerning the relative costs to the County of participating in or opting out of VLDP and why the School Board is also required to act in this matter.

The Board recessed for dinner at 6:27 p.m. and reconvened at 6:38 p.m.

Mr. Vithoukaskas reviewed the agenda for the 7:00 p.m. Board meeting. He noted that there were only two land use cases on the agenda, both of which were in the Brookland District, and that there might be several speakers on the first case, which was a request to rezone property fronting Springfield Road for a small single-family residential development. Mr. Vithoukaskas advised that a Brookland District resident, Ron Melancon, had signed up to speak during the public comment period regarding the use of BMX dirt bikes on Glen Allen High School property. Mr. Rapisarda briefly reviewed the three ordinance introductions listed on the general agenda, which addressed public auction internet sales, dangerous and vicious dogs, and precious metals and gems dealers and pawnbrokers. In response to a question from Mr. Nelson, Mr. Silber clarified the location and number of units in the Springfield Road zoning case. Mr. Foster advised the Board that there might be several City of Richmond residents addressing the Board during the public comment period for the purpose of advocating the expansion of GRTC transit service from their

Fulton Hill neighborhood to The Shops at White Oak Village. Mr. Vithoulkas reviewed existing GRTC service in this area of the County and responded to questions from Mr. Glover and Mr. Kaechele pertaining to this potential request. Mr. Silber responded to questions from Mr. Glover and Mrs. O'Barmon relating to the layout of the proposed development in the Springfield Road zoning case.

There being no further business, the meeting was adjourned at 6:50 p.m.


Chairman, Board of Supervisors
Henrico County, Virginia