

County of Shenandoah

BOARD OF SUPERVISORS

DISTRICT 1 - DICK NEESE 540.740.3414
DISTRICT 2 - STEVE BAKER 540.477.3550
DISTRICT 3 - RICHARD WALKER 540.459.3149
DISTRICT 4 - CINDY BAILEY 540.481.0471
DISTRICT 5 - MARSHA SHRUNTZ 540.333.1042
DISTRICT 6 - CONRAD HELSLEY 540.481.6167

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OFFICE OF COUNTY ADMINISTRATION

MARY T. PRICE
COUNTY ADMINISTRATOR

EVAN L. VASS
ASSISTANT COUNTY ADMINISTRATOR

AGENDA

Shenandoah County
BOARD OF SUPERVISORS
January 10, 2017
9:00am
Board Room
600 North Main Street
Woodstock, Virginia

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

APPROVAL OF JANUARY 10, 2017 MEETING AGENDA

PUBLIC COMMENTS (**On New Business Agenda Items Only**)

CONSIDERATION OF CONSENT AGENDA – No items are scheduled for consent agenda.

PUBLIC HEARING(S) - No public hearings are scheduled.

REPORTS/SPECIAL PRESENTATION(S)

1. Mr. James Kelly, CPA, Robinson Farmer and Cox –
Presentation of Comprehensive Annual Financial Report Year Ended June 2016

OTHER AGENCY REPORTS - No other reports are scheduled.

STAFF REPORTS and COMMENTS: Public Safety Division

TAB A

1. Animal Shelter
2. Emergency Communications Center
3. Fire and Rescue
4. Budget and Finance
 - Re-appropriations
 - Financial Report

OLD BUSINESS

TAB B

1. Consideration of an Ordinance designating certain real property owned by Hupps Hill, LLC as tax exempt. **(Action requested)**
2. Election of Officers 2017. **(Action requested)**
3. Adoption of Rules and Procedures 2017. **(Action requested)**
4. Consideration of a Resolution Concerning Committee Assignments for 2017. **(Action requested)**

NEW BUSINESS

TAB C

1. Consideration of a request from Fire and Rescue to supplement career staff at the Conicville Volunteer Fire Department and Orkney Springs Volunteer Fire Department. **(Action requested)**

PUBLIC COMMENTS ON NON-AGENDA ITEMS (and other matters not previously the subject of a public hearing at this meeting)

COUNTY ATTORNEY COMMENTS

BOARD MEMBERS COMMENTS

COUNTY ADMINISTRATOR COMMENTS

OTHER BUSINESS

CLOSED SESSION(S)

ADJOURNMENT



A-1

Shenandoah County Animal Shelter *Manager's Report*

September 2016 - December 2016 Report

Report of Events:

- The shelter hosted the job coaching program for challenged students from Central and Stonewall Jackson High School.
- Shelter staff were able to attend a fundraiser hosted by Strasburg High School at First Bank in Strasburg and received over \$100 in monetary donations.
- The Doggie Paddle held at the Edinburg Town Pool was refreshing for the animals and the shelter received numerous donations.
- The Blessing of the Animals was held on October 4. Many donations were received in the weeks following.
- Staff members and volunteers were able to participate in the Edinburg Ole' Time Festival and the Edinburg Christmas parades this year.

Upcoming Events:

- The shelter will host a rabies clinic this fall. We use this as an opportunity to provide a low cost rabies vaccine and educate the public.

Happy Tails:

- Norman, our senior blind and deaf dog had an enormous outpouring of inquiries, donations and rescue help. Norman arrived at the shelter as a stray that had been dragging his chain behind him. He was undernourished, Lyme's disease positive, blind, deaf and teeth ground down to the gums. Norman's wonderful personality won over the public and we were able to successfully place him in a foster home for the holidays. We are pleased to announce that we have found him a permanent home to live out his retirement years.
- Henrietta, a senior terrier mix, had only one eye and teeth in deplorable condition. This affectionate and spunky gal spent quite some time at the shelter waiting for the right home. The shelter received donations that allowed Henrietta to be given the veterinary care she needed. We have heard from her new owners that she is adjusting well to her new home and is loved dearly.



Volunteer & Community Service Update:

- An approx. 28 volunteers a month with 212 hours of their time contributed to the shelter in the past four months.
- An approx. 12 community service workers fulfilled their time at the shelter by completing 243.25 hours in the past four months.

Spay/Neuter Update:

- 4 dogs were neutered
- 3 dogs were spayed
- 9 cats were neutered
- 6 cats were spayed

Adoption Chart:

2016	January	February	March	April	May	June
Dog Adoptions						
Cat Adoptions						

2016	July	August	September	October	November	December
Dog Adoptions			12	8	7	15
Cat Adoptions			14	14	24	11



Shenandoah County Animal Shelter

Manager's Report

Seized Animals

§ 3.2-6569. Seizure and impoundment of animals; notice and hearing; disposition of animal; disposition of proceeds upon sale.

Upon seizing or impounding an animal, the humane investigator, law-enforcement officer or animal control officer shall petition the general district court in the city or county where the animal is seized for a hearing. The hearing shall be not more than 10 business days from the date of the seizure of the animal. The hearing shall be to determine whether the animal has been abandoned, has been cruelly treated, or has not been provided adequate care.

If the court determines that the animal has been neither abandoned, cruelly treated, nor deprived of adequate care, the animal shall be returned to the owner. If the court determines that the animal has been (i) abandoned or cruelly treated, (ii) deprived of adequate care, as that term is defined in § 3.2-6500, or (iii) raised as a dog that has been, is, or is intended to be used in dog fighting in violation of § 3.2-6571, then the court shall order that the animal be: (a) sold by a local governing body; (b) humanely destroyed, or disposed of by sale or gift to a federal agency, state-supported institution, agency of the Commonwealth, agency of another state, or a licensed federal dealer having its principal place of business located within the Commonwealth; (c) delivered to any local humane society or shelter, or to any person who is a resident of the county or city where the animal is seized or an adjacent county or city in the Commonwealth and who will pay the required license fee, if any, on such animal; or (d) delivered to the person with a right of property in the animal as provided in subsection E.

Stray Animals

§ 3.2-6546. County or city pounds; confinement and disposition of animals; affiliation with foster care providers; penalties; injunctive relief.

A. For purposes of this section:

"Animal" shall not include agricultural animals.

"Rightful owner" means a person with a right of property in the animal.

B. The governing body of each county or city shall maintain or cause to be maintained a pound and shall require dogs running at large without the tag required by § 3.2-6531 or in violation of an ordinance passed pursuant to § 3.2-6538 to be confined therein. Nothing in this section shall be construed to prohibit confinement of other companion animals in such a pound. The governing body of any county or city need not own the facility required by this section but may contract for its establishment with a private group or in conjunction with one or more other local governing bodies. The governing body shall require that:

3. If a person contacts the pound inquiring about a lost companion animal, the pound shall advise the person if the companion animal is confined at the pound or if a companion animal of similar description is confined at the pound;

4. The pound shall maintain a written record of the information on each companion animal submitted to the pound by an animal shelter in accordance with subsection D of § 3.2-6548 for a period of 30 days from the



Shenandoah County Animal Shelter *Manager's Report*

date the information is received by the pound. If a person contacts the pound inquiring about a lost companion animal, the pound shall check its records and make available to such person any information submitted by an animal shelter or allow such person inquiring about a lost animal to view the written records;

5. The pound shall maintain a written record of the information on each companion animal submitted to the pound by a releasing agency other than a pound or animal shelter in accordance with subdivision F 2 of § 3.2-6549 for a period of 30 days from the date the information is received by the pound. If a person contacts the pound inquiring about a lost companion animal, the pound shall check its records and make available to such person any information submitted by such releasing agency or allow such person inquiring about a lost companion animal to view the written records; and

6. The pound shall maintain a written record of the information on each companion animal submitted to the pound by an individual in accordance with subdivision A 2 of § 3.2-6551 for a period of 30 days from the date the information is received by the pound. If a person contacts the pound inquiring about a lost companion animal, the pound shall check its records and make available to such person any information submitted by the individual or allow such person inquiring about a lost companion animal to view the written records.

C. An animal confined pursuant to this section shall be kept for a period of not less than five days, such period to commence on the day immediately following the day the animal is initially confined in the facility, unless sooner claimed by the rightful owner thereof.

The operator or custodian of the pound shall make a reasonable effort to ascertain whether the animal has a collar, tag, license, tattoo, or other form of identification. If such identification is found on the animal, the animal shall be held for an additional five days, unless sooner claimed by the rightful owner. If the rightful owner of the animal can be readily identified, the operator or custodian of the pound shall make a reasonable effort to notify the owner of the animal's confinement within the next 48 hours following its confinement.

If any animal confined pursuant to this section is claimed by its rightful owner, such owner may be charged with the actual expenses incurred in keeping the animal impounded. In addition to this and any other fees that might be levied, the locality may, after a public hearing, adopt an ordinance to charge the owner of an animal a fee for impoundment and increased fees for subsequent impoundments of the same animal.

Surrendered Animals

F. Nothing in this section shall prohibit the immediate euthanasia or disposal by the methods listed in subdivisions 1 through 5 of subsection D of an animal that has been released to a pound, animal shelter, other releasing agency, or animal control officer by the animal's rightful owner after the rightful owner has read and signed a statement: (i) surrendering all property rights in such animal; (ii) stating that no other person has a right of property in the animal; and (iii) acknowledging that the animal may be immediately euthanized or disposed of in accordance with subdivisions 1 through 5 of subsection D.



December

2016

Shenandoah County Department of Fire and Rescue

Combination System Report

Significant Events

12/4/2016	Structure Fire	28920 Old Valley Pike, Maurertown	Terry's Auto Repair
12/13/2016	Morning	Condition Blue	High volume EMS dispatches
12/17/2016	Morning	Icy Road Conditions	Delayed response time
12/17/2016	Mountain Rescue	Wolf Gap Rd/Johnstown Rd	Hunter fell from treestand, 5 hr incident, 7 F&R companies w/ SCSO
12/20/2016	Structure Fire	924 Hilltop Dr, Woodstock	Townhouse
12/22/2016	Fatal MVC	South Middle Rd/Orkney Grade, Mt Jackson	Teenage fatality
12/25/2016	Structure Fire	146 Bobcat Ln, Star Tannery	Residential attic fire

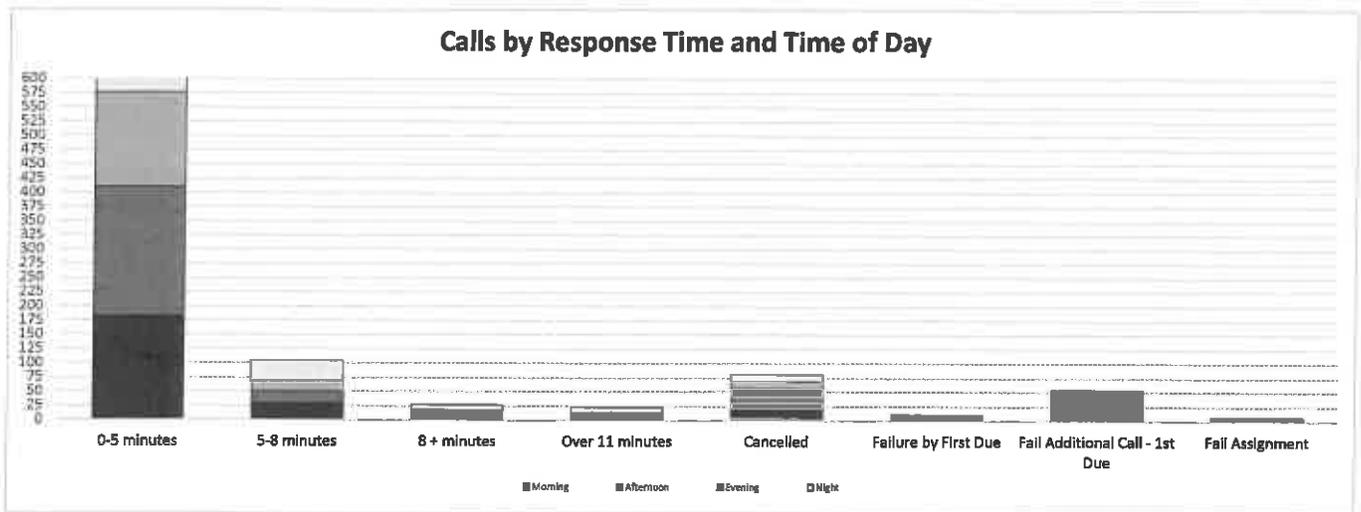
Significant Saves

Daily Calls for Service Totals

Date	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>
	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total
1	31	19	21	17	23	19	12	21	19	14	17	16
2	10	21	19	31	19	17	27	30	21	21	25	20
3	14	18	21	17	20	21	20	30	24	17	25	19
4	21	18	11	12	16	25	18	18	16	17	13	21
5	27	20	13	27	23	16	22	23	18	18	25	23
6	24	12	22	18	21	19	25	14	20	23	11	11
7	16	27	16	15	12	26	23	10	18	20	16	15
8	21	19	12	19	20	21	11	20	18	16	21	18
9	17	16	26	18	15	24	17	21	19	27	27	16
10	17	12	20	22	15	30	29	15	19	13	22	52
11	19	12	27	21	18	19	16	21	24	12	27	21
12	25	27	19	20	18	11	16	22	23	20	15	18
13	18	27	22	22	16	18	20	38	29	20	16	18
14	29	25	19	22	20	18	26	12	22	9	20	12
15	25	21	21	10	17	16	26	28	26	19	15	22
16	15	26	24	30	18	19	26	14	22	16	23	25
17	14	27	14	20	21	21	23	20	15	21	11	22
18	18	19	23	24	21	18	24	21	23	21	22	19
19	22	24	22	15	31	14	20	12	22	20	27	28
20	23	10	14	17	28	20	17	14	9	22	18	20
21	22	15	21	16	18	16	26	14	21	15	27	17
22	25	23	11	29	15	19	22	15	19	16	11	21
23	24	17	24	20	13	19	20	19	13	12	23	24
24	19	20	26	27	22	26	24	30	27	20	26	20
25	26	27	19	17	18	16	17	19	15	19	15	17
26	25	13	23	10	20	23	23	24	14	23	20	26
27	19	23	18	28	21	23	23	26	19	14	33	21
28	19	21	17	15	25	15	26	13	17	24	22	24
29	15	20	19	13	14	23	19	15	26	20	32	34
30	26		21	15	25	16	22	21	15	15	13	31
31	15		21		23		20	18		25		32
Month Total	641	578	616	579	596	588	660	598	597	568	620	653
2015	623	620	616	616	725	640	733	633	621	639	608	594
2014	645	520	581	572	603	666	620	580	549	648	627	621

**Summary of Calls by Response Time and Time of Day
County Agencies**

Company	0-5 minutes	5-8 minutes	8 + minutes	Over 11 minutes	Cancelled	Failure by First Due	Fail Additional Call - 1st Due	Fall Assignment	Total	% of Total
Morning	182	29	3	5	19	4	17	3	262	27.2%
Afternoon	228	21	10	7	37	3	26	3	335	34.7%
Evening	166	20	5	2	13	1	10	0	217	22.5%
Night	82	34	9	9	12	3	1	1	151	15.6%
Total	558	104	27	23	81	11	54	7	965	100.0%
% of Total	68.2%	10.8%	2.8%	2.4%	8.4%	1.1%	5.6%	0.7%	100.0%	



Response Time: Morning and Afternoon Shifts (6 a.m. to 6 p.m)

6 a.m. - Noon Response

Company	0-5 minutes	5-8 minutes	8 + minutes	Over 11 minutes	Cancelled	Failure by First Due	Fail Additional Call - 1st Due	Assignment Failure	Total	% of Total
N. End ALS unit	0	0	0	0	0	0	0	0	0	0.0%
S. End ALS unit	0	0	0	0	0	0	0	0	0	0.0%
Car 100	0	0	0	0	0	0	0	0	0	0.0%
Car 101	0	0	0	0	0	0	0	0	0	0.0%
Car 103	0	0	0	0	0	0	0	0	0	0.0%
Car 104	0	0	0	0	0	0	0	0	0	0.0%
Conicville FD	0	2	1	1	6	0	0	1	11	4.2%
Edinburg FD	3	9	0	0	0	0	0	0	12	4.6%
Fort Valley F&R	0	1	0	2	1	0	0	0	4	1.5%
Mt. Jackson R & F	17	3	0	0	5	1	0	1	27	10.3%
New Market F&R	38	0	0	0	1	0	1	0	40	15.3%
Orkney Springs F&R	4	0	1	1	0	1	0	0	7	2.7%
SCFR	25	1	0	0	0	0	0	0	26	9.9%
Star Tannery FD	0	3	0	0	0	0	1	0	4	1.5%
Strasburg FD	2	2	0	0	0	1	0	1	6	2.3%
Strasburg RS	29	1	0	1	2	0	4	0	37	14.1%
Toms Brook FD	1	3	1	0	0	1	0	0	6	2.3%
Woodstock FD	7	4	0	0	1	0	0	0	12	4.8%
Woodstock RS	56	0	0	0	3	0	11	0	70	26.7%

Total	182	29	3	5	19	4	17	3	262	100.0%
% of Total	69.5%	11.1%	1.1%	1.9%	7.3%	1.5%	6.5%	1.1%	100.0%	

Noon to 6 p.m. Response

Company	0-5 minutes	5-8 minutes	8 + minutes	Over 11 minutes	Cancelled	Failure by First Due	Fail Additional Call - 1st Due	Assignment Failure	Total	% of Total
N. End ALS unit	0	0	0	0	0	0	0	0	0	0.0%
S. End ALS unit	0	0	0	0	0	0	0	0	0	0.0%
Car 100	0	0	0	0	0	0	0	0	0	0.0%
Car 101	0	0	0	0	0	0	0	0	0	0.0%
Car 103	0	0	0	0	0	0	0	0	0	0.0%
Car 104	0	0	0	0	0	0	0	0	0	0.0%
Conicville FD	4	2	1	0	6	2	0	1	16	4.8%
Edinburg FD	8	4	0	0	4	0	0	0	16	4.8%
Fort Valley F&R	1	1	1	0	1	0	0	0	4	1.2%
Mt. Jackson R & F	23	6	5	1	13	1	0	1	50	14.9%
New Market F&R	45	1	0	1	1	0	1	0	49	14.6%
Orkney Springs F&R	4	0	2	1	2	0	1	1	11	3.3%
SCFR	26	0	0	0	0	0	0	0	26	7.8%
Star Tannery FD	0	1	0	2	0	0	0	0	3	0.9%
Strasburg FD	5	1	0	0	0	0	0	0	6	1.8%
Strasburg RS	37	0	0	0	3	0	5	0	45	13.4%
Toms Brook FD	4	2	1	0	0	0	0	0	7	2.1%
Woodstock FD	13	2	0	1	0	0	0	0	16	4.8%
Woodstock RS	58	1	0	1	7	0	19	0	86	25.7%

Total	228	21	10	7	37	3	26	3	335	100.0%
% of Total	68.1%	6.3%	3.0%	2.1%	11.0%	0.9%	7.8%	0.9%	100.0%	

Response Time: Evening and Night Shifts (6 p.m. to 6 a.m)

6p.m. - Midnight Response

Company	0-5 minutes	5-8 minutes	8 + minutes	Over 11 minutes	Cancelled	Failure by First Due	Fail Additional Call - 1st Due	Assignment Failure	Total	% of Total
N. End ALS unit	0	0	0	0	0	0	0	0	0	0.0%
S. End ALS unit	0	0	0	0	0	0	0	0	0	0.0%
Car 100	0	0	0	0	0	0	0	0	0	0.0%
Car 101	0	1	0	0	0	0	0	0	1	0.7%
Car 103	0	0	0	0	0	0	0	0	0	0.0%
Car 104	0	0	0	0	0	0	0	0	0	0.0%
Conicville FD	6	0	1	2	5	1	0	0	15	9.9%
Edinburg FD	4	2	0	0	0	0	0	0	6	4.0%
Fort Valley F&R	0	1	1	0	0	0	0	0	2	1.3%
Mt. Jackson R & F	12	6	2	0	0	0	0	0	20	13.2%
New Market F&R	23	0	0	0	1	0	0	0	24	15.9%
Orkney Springs F&R	2	0	0	0	2	0	1	0	5	3.3%
SCFR	15	0	0	0	0	0	0	0	15	9.9%
Star Tannery FD	2	0	0	0	1	0	0	0	3	2.0%
Strasburg FD	16	2	0	0	0	0	0	0	18	11.9%
Strasburg RS	34	0	0	0	0	0	5	0	39	25.8%
Toms Brook FD	3	5	1	0	0	0	0	0	9	6.0%
Woodstock FD	8	3	0	0	1	0	0	0	12	7.9%
Woodstock RS	41	0	0	0	3	0	4	0	48	31.8%
Total	166	20	5	2	13	1	10	0	217	100.0%
% of Total	76.5%	9.2%	2.3%	0.9%	6.0%	0.5%	4.6%	0.0%	100.0%	

Midnight - 6 a.m. Response

Company	0-5 minutes	5-8 minutes	8 + minutes	Over 11 minutes	Cancelled	Failure by First Due	Fail Additional Call - 1st Due	Assignment Failure	Total	% of Total
N. End ALS unit	0	0	0	0	0	0	0	0	0	0.0%
S. End ALS unit	0	0	0	0	0	0	0	0	0	0.0%
Car 100	0	0	0	0	0	0	0	0	0	0.0%
Car 101	1	0	0	0	0	0	0	0	1	0.7%
Car 103	0	0	0	0	0	0	0	0	0	0.0%
Car 104	0	0	0	0	0	0	0	0	0	0.0%
Conicville FD	2	4	0	1	1	0	0	0	8	5.3%
Edinburg FD	1	0	3	2	2	0	0	0	8	5.3%
Fort Valley F&R	0	2	1	0	0	0	0	0	3	2.0%
Mt. Jackson R & F	2	3	2	5	0	1	0	1	14	9.3%
New Market F&R	16	3	0	0	1	0	0	0	20	13.2%
Orkney Springs F&R	2	0	0	0	2	0	0	0	4	2.6%
SCFR	11	1	0	0	0	0	0	0	12	7.9%
Star Tannery FD	0	2	0	0	0	0	0	0	2	1.3%
Strasburg FD	3	2	1	0	0	1	0	0	7	4.6%
Strasburg RS	21	3	0	0	2	0	1	0	27	17.9%
Toms Brook FD	0	5	1	1	1	1	0	0	9	6.0%
Woodstock FD	2	7	1	0	2	0	0	0	12	7.9%
Woodstock RS	21	2	0	0	1	0	0	0	24	15.9%
Total	82	34	9	9	12	3	1	1	151	100.0%
% of Total	54.3%	22.5%	6.0%	6.0%	7.9%	2.0%	0.7%	0.7%	100.0%	

December 1- 31, 2016
Conicville Fire Dept

Date Received Inc # Time Dispatched Under 5 Minutes Between 5- 8 Minutes Between 8- 11 Minutes Over 11 Minutes Fall Call Fall 2nd Call Fall Assignment

Date Received	Inc #	Time Dispatched	Under 5 Minutes	Between 5- 8 Minutes	Between 8- 11 Minutes	Over 11 Minutes	Fall Call	Fall 2nd Call	Fall Assignment
12/1/2016	161201489	7:26:11 AM			☐				☐
12/2/2016	161202805	7:04:13 AM							
12/4/2016	161204492	6:06:29 PM				☐			
12/5/2016	161205724	10:56:25 AM		☐					
12/5/2016	161205984	11:17:26 PM			☐				
12/8/2016	161208752	4:59:24 AM		☐					
12/8/2016	161208752	4:59:24 AM		☐					
12/8/2016	161208752	4:59:24 AM		☐					
12/8/2016	161208752	4:59:24 AM		☐					
12/8/2016	161208921	3:50:17 PM							☐
12/8/2016	161209226	5:17:13 PM	☐						
12/9/2016	161209290	8:38:14 PM	☐						
12/11/2016	161211861	4:44:51 PM					☐		
12/11/2016	161211880	6:04:37 PM	☐						
12/12/2016	161212108	1:54:37 PM	☐						
12/12/2016	16121297	12:26:17 PM		☐					
12/13/2016	161213504	10:04:11 PM					☐		
12/16/2016	161216442	9:06:48 PM	☐						
12/17/2016	161217663	4:57:14 PM			☐				
12/18/2016	161218962	6:15:27 PM	☐						
12/21/2016	16122125	6:30:44 PM	☐						
12/22/2016	161222285	2:51:21 PM	☐						
12/22/2016	161222292	3:25:07 PM	☐						
12/23/2016	161223665	7:23:48 PM	☐						
12/25/2016	161225111	3:16:00 AM				☐			
12/25/2016	161225234	11:33:33 PM				☐			
12/26/2016	161226272	6:27:34 AM				☐			
12/26/2016	161226335	1:07:32 PM					☐		
12/29/2016	16122962	5:25:58 AM	☐						
12/31/2016	161231672	9:45:07 AM		☐					
CVFD Sub Total			11	7	3	4	3	0	2

Edinburg Vol Fire Co.

12/1/2016	161201433	1:14:11 AM	☐						
12/2/2016	161202805	7:26:33 AM	☐						
12/4/2016	161204350	12:59:58 AM			☐				
12/4/2016	161204448	1:19:48 PM		☐					
12/4/2016	161204461	2:06:58 PM	☐						
12/9/2016	161209225	5:05:47 PM		☐					
12/9/2016	161209226	5:24:22 PM	☐						

12/10/2016	161210513	2:24:28 PM	☐						
12/12/2016	16121272	11:07:12 AM	☐						
12/15/2016	161215822	3:25:36 AM			☐				
12/15/2016	16121596	8:33:25 PM	☐						
12/16/2016	16121587	8:31:08 PM	☐						
12/15/2016	161215958	12:39:28 PM	☐						
12/16/2016	161216253	9:31:21 AM	☐						
12/16/2016	161216412	8:03:37 PM	☐						
12/17/2016	161217488	1:43:36 AM			☐				
12/17/2016	161217683	5:08:53 PM	☐						
12/18/2016	161218817	4:53:21 AM			☐				
12/19/2016	161219112	9:16:54 AM	☐						
12/20/2016	161220492	9:50:51 AM	☐						
12/22/2016	161222230	10:59:27 AM	☐						
12/23/2016	161223747	11:26:16 PM	☐						
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12/24/2016	161224863	10:09:09 AM	☐						
12/25/2016	161225111	3:16:08 AM			☐				
12/25/2016	161225221	8:18:24 PM	☐						
12/29/2016	16122906	7:14:43 AM	☐						
12/30/2016	161230408	6:56:59 AM	☐						

EVFC Sub Total 11 12 3 2 0 0 0
Fort Valley Fire Dept

12/7/2016	161207823	5:41:14 PM			☐				
12/9/2016	161209253	6:40:30 PM			☐				
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12/19/2016	161219271	5:37:23 PM	☐						
12/25/2016	161225133	9:17:18 AM	☐						
12/25/2016	161225229	10:42:47 PM	☐						
12/26/2016	161226251	12:59:58 AM	☐						
12/26/2016	161226344	2:32:07 PM	☐						
12/31/2016	161231638	2:56:36 AM	☐						

FVFD Sub Total 1 5 3 2 0 0 0
Mt. Jackson Rescue & Fire

12/1/2016	161201469	7:28:13 AM	☐						
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12/3/2016	161203178	12:46:38 PM			☐				
12/5/2016	161205869	4:52:37 PM			☐				
12/5/2016	161205954	10:20:36 PM			☐				

12/6/2016	16120651	4:28:51 AM							
12/7/2016	161207399	3:34:09 AM							
12/7/2016	161207485	10:37:36 AM							
12/7/2016	161207494	11:05:31 AM							
12/7/2016	161207610	5:19:57 PM							
12/9/2016	161209189	2:55:12 PM							
12/9/2016	161209228	5:17:13 PM							
12/9/2016	161209281	8:07:21 PM							
12/9/2016	16120989	8:32:12 AM							
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12/10/2016	161210513	2:24:28 PM							
12/11/2016	161211826	3:00:59 PM							
12/11/2016	161211881	4:44:54 PM							
12/11/2016	161211887	6:23:49 PM							
12/12/2016	161212118	3:08:58 PM							
12/13/2016	161213270	6:30:43 AM							
12/13/2016	161213380	1:51:28 PM							
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12/15/2016	16121523	3:21:47 PM							
12/15/2016	16121539	4:24:06 PM							
12/15/2016	16121550	4:44:10 PM							
12/15/2016	161215854	7:44:38 AM							
12/15/2016	16121587	8:31:01 PM							
12/15/2016	161215911	10:10:39 AM							
12/16/2016	161216317	12:01:49 PM							
12/16/2016	161216412	6:03:46 PM							
12/16/2016	161216420	6:38:49 PM							
12/17/2016	161217545	7:38:20 AM							
12/17/2016	161217551	7:46:54 AM							
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12/20/2016	161220594	2:55:58 PM							
12/21/2016	161221802	4:39:55 AM							
12/22/2016	161222158	8:23:14 AM							
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12/22/2016	161222361	9:28:50 PM	☞							
12/23/2016	161223482	9:24:46 AM	☞							
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12/25/2016	161225111	3:15:53 AM								☞
12/25/2016	161225153	12:48:00 PM	☞							
12/26/2016	161226255	1:52:59 AM	☞							
12/26/2016	161226272	6:27:37 AM	☞							
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12/28/2016	161226383	4:54:05 PM	☞							
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12/28/2016	161228809	12:56:54 PM	☞							
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12/28/2016	161229168	1:22:41 PM	☞							
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12/31/2016	161231684	11:24:35 AM								☞
12/31/2016	161231684	12:26:18 PM						☞		
12/31/2016	161231710	1:07:22 PM	☞							
12/31/2016	161231711	1:14:50 PM	☞							

MJRF Sub Total 41 15 7 1 4 0 2

New Market Fire & Rescue

12/1/2016	161201516	9:48:14 AM	☞							
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12/2/2016	1612028	5:18:56 PM	☞							
12/2/2016	161202800	7:00:03 AM	☞							
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12/3/2016	161203192	3:28:47 PM	☞							
12/3/2016	161203228	6:08:27 PM	☞							
12/3/2016	161203248	7:09:23 PM	☞							
12/3/2016	161203262	8:08:34 PM	☞							

12/15/2016	161215825	3:35:41 AM	☞						
12/15/2016	161215838	5:09:00 AM	☞						
12/15/2016	161215908	6:55:16 AM	☞						
12/16/2016	161216207	7:09:34 AM	☞						
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12/17/2016	161217671	9:07:12 AM	☞						
12/17/2016	161217685	6:55:14 PM	☞						
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12/25/2016	161225153	12:47:39 PM						☞	
12/25/2016	161225219	8:16:16 PM	☞						
12/26/2016	161226314	11:36:59 AM	☞						

12/29/2016	16122992	9:03:36 AM	☐							
12/30/2016	161230516	5:05:50 PM	☐							
12/31/2016	161231687	11:44:20 AM	☐							
12/31/2016	161231707	12:57:17 PM	☐							
12/31/2016	161231740	4:23:01 PM	☐							
12/31/2016	161231777	7:11:04 PM	☐							

SCFR Sub Total 77 2 0 0 0 0 0

Star Tannery FD

12/1/2016	161201482	8:11:05 AM	☐							
12/4/2016	161204350	1:13:58 AM	☐							
12/17/2016	161217690	11:11:13 AM	☐							
12/23/2016	161223736	11:05:27 PM	☐							
12/25/2016	161226214	7:50:41 PM	☐							
12/28/2016	161226331	12:52:33 PM	☐							
12/28/2016	161226751	8:52:49 AM	☐							
12/28/2016	161228771	10:26:47 AM						☐		
12/29/2016	16122632	12:57:27 AM	☐							

STFD Sub Total 2 6 0 0 0 1 0

Strasburg Fire Dept

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12/5/2016	161205858	4:18:41 PM		☐						
12/10/2016	161210571	6:27:00 PM	☐							
12/11/2016	161211704	4:58:16 AM	☐							
12/12/2016	161212204	10:27:22 PM	☐							
12/12/2016	16121257	10:22:42 AM	☐							
12/13/2016	161213269	6:58:49 AM		☐						
12/14/2016	161214715	4:59:18 PM	☐							
12/14/2016	161214781	10:58:45 PM	☐							
12/15/2016	16121586	8:33:15 PM		☐						
12/16/2016	161216198	4:59:47 AM		☐						
12/16/2016	161216432	7:52:19 PM	☐							
12/16/2016	161216447	9:33:08 PM	☐							
12/17/2016	161217620	2:19:56 PM	☐							
12/19/2016	161219349	10:35:08 PM	☐							
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12/20/2016	161220584	2:35:18 PM	☐							
12/20/2016	161220660	7:34:37 PM	☐							
12/20/2016	161220719	11:08:29 PM	☐							
12/21/2016	161221805	5:15:43 AM						☐		

12/8/2016	16120961	7:22:18 AM	☞						
12/10/2016	161210402	2:05:46 AM		☞					
12/10/2016	161210478	12:18:38 PM	☞						
12/10/2016	161210571	6:19:59 PM	☞						
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12/12/2016	16121288	11:59:55 AM	☞						
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12/17/2016	161217747	10:28:02 PM	☞						
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12/18/2016	161218893	1:03:04 PM	☞						
12/19/2016	161219135	10:43:34 AM	☞						
12/19/2016	161219194	1:52:02 PM	☞						

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12/19/2016	161219349	10:32:25 PM	☞							
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12/20/2016	161220689	7:34:37 PM							☞	
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12/20/2016	161220736	11:56:36 PM	☞							
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12/21/2016	16122171	10:01:40 PM	☞							
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12/21/2016	161221823	7:34:43 AM							☞	
12/21/2016	161221912	11:26:32 AM	☞							
12/21/2016	161221915	11:44:24 AM		☞						
12/21/2016	161221957	2:14:48 PM	☞							
12/22/2016	161222130	6:50:16 AM	☞							
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12/23/2016	161223721	10:18:43 PM	☞							
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12/23/2016	161223736	11:05:27 PM							☞	
12/24/2016	161224904	12:32:02 PM	☞							
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12/25/2016	161225214	7:50:41 PM	☞							
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12/26/2016	161226285	4:56:29 AM							☞	

12/22/2016	161222245	12:18:09 PM	☐							
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12/23/2016	161223513	11:39:00 AM	☐							
12/23/2016	161223637	12:30:50 PM	☐							
12/23/2016	161223644	5:38:09 PM	☐							
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12/28/2016	161228346	2:47:38 PM	☐							
12/29/2016	161229132	12:08:22 PM	☐							
12/30/2016	161230480	1:51:21 PM	☐							
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12/31/2016	161231730	3:05:03 PM	☐							

WFD Sub Total 28 11 1 1 0 0 0

Woodstock Rescue Squad

12/1/2016	161201433	1:14:11 AM	☐							
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12/2/2016	161202602	6:59:01 AM	☐							
12/2/2016	161202832	8:00:58 AM	☐							
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12/5/2016	161205761	11:41:50 AM	☐							
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12/18/2016	161218863	10:52:25 AM	☞						
12/18/2016	161218942	4:53:13 PM	☞						
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12/23/2016	161223728	10:47:24 PM	☞						
12/24/2016	161224791	1:52:34 AM	☞						
12/24/2016	161224883	10:09:09 AM	☞						
12/24/2016	16122492	11:21:49 PM	☞						
12/24/2016	161224921	1:37:47 PM	☞						
12/25/2016	161225111	3:16:13 AM	☞						
12/25/2016	161225174	2:28:58 PM	☞						
12/25/2016	161225233	11:31:52 PM	☞						
12/26/2016	161226277	8:51:58 AM	☞						

12/31/2016	161231707	12:57:17 PM								
12/31/2016	161231708	1:05:59 PM								
12/31/2016	161231710	1:07:22 PM								
12/31/2016	161231711	1:14:50 PM								
12/31/2016	161231723	2:29:13 PM								
12/31/2016	161231739	4:17:02 PM								
12/31/2016	161231757	8:19:48 PM								
12/31/2016	161231775	7:04:08 PM								
12/31/2016	161231825	10:48:30 PM								

WRS Sub Total			163	2	0	1	0	34	0
Grand Total			60	35	22	15	12	54	6

Interstate Calls

302		282	1	262	
301		281		261	
300		280	1	260	
299		279(Edinburg)		259	
298(Strasburg)	1	278		258	
297		277		257	
296(Strasburg)		276		256	
295	1	275		255	
294		274		254	
293	1	273(Mt. Jackson)	1	253	
292		272	1	252	
291(Toms Brook)		271		251	
290		270			
289	2	269(Caverns)	1		
288		268			
287		267			
286		266		305	
285	1	265		306	
284	1	264(New Market)	1	307	
283(Woodstock)		263		308	

2016

2015

**Total
YTD**

**13
187**

**Total
YTD 22
233**

Shenandoah Co Dept of Fire & Rescue

ALTERED MENTAL STATUS	2
ASSIST LAW ENFORCEMENT	1
BRUSH/WOODS FIRE	1
CARDIAC	4
CARDIAC ARREST	1
CHEST PAIN	3
CHIMNEY FIRE	2
DEFECTIVE APPLIANCE	2
DIABETIC	5
DIFFICULTY BREATHING	9
ELECTRICAL FIRE	2
FALL	21
FOOD ON STOVE	1
GENERAL ILLNESS	15
GOOD INTENT CALL	1
HEMORRHAGE	1
HYPERTENSION	1
INJURED PERSON	2
MEDIC ALERT/ACCIDENTAL	1
MOTOR VEHICLE ACCIDENT	11
MOTOR VEHICLE CRASH I81	7
OVEN/STOVE FIRE	1
OVERDOSE	2
PUBLIC SERVICE	2
SEIZURE	3
STRUCTURE FIRE	5
SUICIDE	1
SUICIDE ATTEMPT	2
UNCONSCIOUS	6

TOTAL: 115

Woodstock Fire Department

AUTOMATIC FIRE ALARM/ACCIDENTAL	1
BRUSH/WOODS FIRE	1
CARDIAC ARREST	3
CHIMNEY FIRE	2
DEBRIS/TRASH	1
DEFECTIVE APPLIANCE	1
DEFECTIVE SMOKE DETECTOR	1
ELECTRICAL FIRE	2
FALL	1
FOOD ON STOVE	1
GOOD INTENT CALL	1
MOTOR VEHICLE ACCIDENT	15
MOTOR VEHICLE CRASH I81	7
OVERDOSE	1
PUBLIC SERVICE	4
REKINDLE	1
SEIZURE	1
SMOKE/ODOR INVESTIGATION	1

STRUCTURE FIRE	7
TOTAL:	51

Conicville Fire Department

ASSAULT	1
AUTOMATIC FIRE ALARM/ACCIDENTAL	1
BRUSH/WOODS FIRE	1
CARDIAC	1
CHEST PAIN	1
CHIMNEY FIRE	2
DIFFICULTY BREATHING	7
FALL	10
GENERAL ILLNESS	9
HEMORRHAGE	1
INJURED PERSON	2
MEDIC ALERT/ACCIDENTAL	1
MOTOR VEHICLE ACCIDENT	5
OUTSIDE HAZMAT	1
OVERDOSE	1
STROKE	1
STRUCTURE FIRE	1
SUICIDE ATTEMPT	1
UNCONSCIOUS	2
VEHICLE FIRE	1
TOTAL:	49

Fort Valley Fire Department

CHEST PAIN	1
CHIMNEY FIRE	1
DIABETIC	1
DIFFICULTY BREATHING	1
FALL	2
GENERAL ILLNESS	4
HYPERTENSION	1
MEDIC ALERT/ACCIDENTAL	1
OVERDOSE	1
TOTAL:	12

Edinburg Vol Fire Company

AUTOMATIC FIRE ALARM/ACCIDENTAL	1
AUTOMATIC FIRE ALARM/MALFUNCTION	2
BRUSH/WOODS FIRE	1
CARDIAC	1
CHIMNEY FIRE	3
DEFECTIVE APPLIANCE	1
DEFECTIVE SMOKE DETECTOR	1
ELECTRICAL FIRE	1
FILL IN/TRANSFER	2
FOOD ON STOVE	1
GENERAL ILLNESS	1
GOOD INTENT CALL	2
INJURED PERSON	1
MOTOR VEHICLE ACCIDENT	10

MOTOR VEHICLE CRASH I81	6
OVEN/STOVE FIRE	1
OVERDOSE	1
PUBLIC SERVICE	1
STRUCTURE FIRE	4
TOTAL:	40

Star Tannery Fire Department

FALL	2
GENERAL ILLNESS	2
MUTUAL AID	1
STROKE	1
STRUCTURE FIRE	3
SUICIDE ATTEMPT	1
TOTAL:	8

Orkney Springs Fire and Rescue

ALTERED MENTAL STATUS	1
ASSAULT	1
AUTOMATIC FIRE ALARM/FALSE	1
CHEST PAIN	1
CHIMNEY FIRE	1
DIFFICULTY BREATHING	2
ELECTRICAL FIRE	1
FALL	3
FILL IN/TRANSFER	1
GENERAL ILLNESS	2
HEMORRHAGE	1
INJURED PERSON	2
MEDIC ALERT/ACCIDENTAL	1
MOTOR VEHICLE ACCIDENT	4
OVERDOSE	1
RECREATION/ATV ACCIDENT	2
STRUCTURE FIRE	1
VEHICLE FIRE	1
TOTAL:	26

Mt Jackson Rescue and Fire Dept

AUTOMATIC FIRE ALARM/FALSE	2
ASSAULT	2
CARDIAC	4
CHEST PAIN	4
CHIMNEY FIRE	1
CHOKING	1
DEFECTIVE APPLIANCE	1
DIABETIC	3
DIFFICULTY BREATHING	9
ELECTRICAL FIRE	2
FALL	12
FOOD ON STOVE	1
GENERAL ILLNESS	19
GOOD INTENT CALL	1
HEMORRHAGE	1

HYPERTENSION	2
INJURED PERSON	4
MEDIC ALERT/ACCIDENTAL	1
MOTOR VEHICLE ACCIDENT	10
MUTUAL AID	1
MOTOR VEHICLE CRASH I81	7
OUTSIDE HAZMAT	1
OVEN/STOVE FIRE	1
OVERDOSE	1
PUBLIC SERVICE	3
SEIZURE	2
STROKE	2
STRUCTURE FIRE	2
SUICIDE ATTEMPT	6
UNCONSCIOUS	4
WIRES DOWN/ARCING	1

TOTAL: 111

New Market Fire and Rescue

AUTOMATIC FIRE ALARM/ACCIDENTAL	3
AUTOMATIC FIRE ALARM/FALSE	1
AUTOMATIC FIRE ALARM/MALFUNCTION	1
ALTERED MENTAL STATUS	6
ASSAULT	1
CARDIAC	5
CHEST PAIN	9
CHIMNEY FIRE	1
DIABETIC	2
DIFFICULTY BREATHING	13
ELECTRICAL FIRE	1
FALL	12
FOOD ON STOVE	1
GENERAL ILLNESS	38
HEMORRHAGE	2
HYPERTENSION	1
HYPOTENSION	1
INJURED PERSON	3
MOTOR VEHICLE ACCIDENT	6
MUTUAL AID	19
MOTOR VEHICLE CRASH I81	2
OUTSIDE HAZMAT	1
PUBLIC SERVICE	3
STROKE	1
STRUCTURE FIRE	2
SUICIDE ATTEMPT	1
UNATTENDED DEATH	1
UNCONSCIOUS	4
WIRES DOWN/ARCING	1

TOTAL: 142

Strasburg Rescue Squad

ALTERED MENTAL STATUS	2
ASSAULT	2

ASSIST LAW ENFORCEMENT	1
BRUSH/WOODS FIRE	1
CARDIAC	9
CARDIAC ARREST	1
CHEST PAIN	6
CHIMNEY FIRE	1
CHOKING	2
CO LEAK	1
DEFECTIVE APPLIANCE	1
DEFECTIVE SMOKE DETECTOR	1
DIABETIC	4
DIFFICULTY BREATHING	16
FALL	21
FOOD ON STOVE	1
GENERAL ILLNESS	30
HEMORRHAGE	2
INJURED PERSON	4
MEDIC ALERT/ACCIDENTAL	1
MOTOR VEHICLE ACCIDENT	4
MUTUAL AID	3
MOTOR VEHICLE CRASH I81	3
OB/GYN	1
OVERDOSE	6
SEIZURE	3
STROKE	4
STRUCTURE FIRE	6
SUICIDE	1
SUICIDE ATTEMPT	5
UNATTENDED DEATH	1
UNCONSCIOUS	4

TOTAL: 146

Woodstock Rescue Squad

ALLERGIC REACTION	1
ALTERED MENTAL STATUS	2
ASSAULT	1
ASSIST LAW ENFORCEMENT	2
CARDIAC	3
CARDIAC ARREST	3
CHEST PAIN	9
CHIMNEY FIRE	2
DEFECTIVE APPLIANCE	1
DIABETIC	4
DIFFICULTY BREATHING	26
ELECTRICAL FIRE	1
FALL	39
FOOD ON STOVE	1
GENERAL ILLNESS	45
GOOD INTENT CALL	2
HEMORRHAGE	4
HYPERTENSION	2
HYPOTENSION	1

INJURED PERSON	6
MEDIC ALERT/ACCIDENTAL	6
MENTAL DISORDER	1
MOTOR VEHICLE ACCIDENT	20
MOTOR VEHICLE CRASH I81	10
OB/GYN	2
OVEN/STOVE FIRE	1
OVERDOSE	3
PUBLIC SERVICE	2
REKINDLE	1
SEIZURE	5
STALLED/STUCK ELEVATOR	1
STROKE	3
STRUCTURE FIRE	4
SUICIDE	1
SUICIDE ATTEMPT	2
UNATTENDED DEATH	1
UNCONSCIOUS	10

TOTAL: 227

Strasburg Fire Department

AUTOMATIC FIRE ALARM/ACCIDENTAL	1
AUTOMATIC FIRE ALARM/MALFUNCTION	3
ASSIST LAW ENFORCEMENT	2
BRUSH/WOODS FIRE	1
CARDIAC ARREST	1
CHIMNEY FIRE	1
CO LEAK	1
DEFECTIVE APPLIANCE	1
DEFECTIVE SMOKE DETECTOR	1
DIFFICULTY BREATHING	1
FALL	2
FOOD ON STOVE	1
FUEL SPILL/LEAK	1
MOTOR VEHICLE ACCIDENT	4
MUTUAL AID	2
MOTOR VEHICLE CRASH I81	3
OUTSIDE HAZMAT	1
PUBLIC SERVICE	1
SMOKE/ODOR INVESTIGATION	1
STRUCTURE FIRE	6
SUICIDE	1
UNCONSCIOUS	1

TOTAL: 37

Toms Brook Fire Department

AUTOMATIC FIRE ALARM/FALSE	2
AUTOMATIC FIRE ALARM/MALFUNCTION	1
BRUSH/WOODS FIRE	3
CARDIAC	1
DEFECTIVE APPLIANCE	2
DEFECTIVE SMOKE DETECTOR	1

FALL	1
FOOD ON STOVE	2
MOTOR VEHICLE ACCIDENT	4
MOTOR VEHICLE CRASH I81	6
REKINDLE	1
STRUCTURE FIRE	7
TOTAL:	29

2016

	Total Calls											
	January	February	March	April	May	June	July	August	September	October	November	December
Board of Supervisor's Report Supplement	906	821	873	796	841	797	924	822	852	787	903	965
Fire/EMS Calls Exceeding 11 minute response	13	24	17	24	24	16	20	22	21	14	14	23
Failed First Due Response	15	10	22	23	10	14	18	18	18	9	13	11
Total Calls not meeting 5 minute response guideline	214	201	185	199	184	175	203	181	193	170	263	226
% of calls failed or exceeding 11 minute response	10.10%	12.00%	11.30%	10.70%	9.60%	10.40%	22.00%	10.80%	11.70%	8.50%	11.30%	9.80%
% of calls Failed or exceeding 11 minute response b/c no volunteers available	3.31%	3.41%	4.97%	5.65%	4.16%	3.89%	4.65%	4.99%	5.40%	3.99%	3.89%	3.73%
% of calls Failed or exceeding 11 minute response b/c career staffed unit already on a call	6.39%	8.16%	5.52%	4.65%	6.06%	5.77%	4.76%	5.60%	5.99%	4.50%	7.09%	6.32%
% of calls Failed or exceeding 11 minute response b/c volunteer staffed unit already on call	0.02%	0.01%	0.01%	0.01%	0.07%	0.03%	0.06%	0.01%	0.02%	0.01%	0.03%	0.01%

2015

	Total Calls											
	January	February	March	April	May	June	July	August	September	October	November	December
Board of Supervisor's Report Supplement	926	921	846	857	1108	912	1036	945	910	946	946	899
Fire/EMS Calls Exceeding 11 minute response	29	25	17	14	17	19	34	11	26	19	20	25
Failed First Due Response	13	14	20	14	15	14	17	12	11	13	19	12
Total Calls not meeting 5 minute response guideline	227	232	176	177	233	186	271	204	175	198	225	192
% of calls failed or exceeding 11 minute response	9.40%	11.50%	9.30%	20.90%	11.50%	9.90%	12.80%	10.50%	10.50%	9.40%	8.10%	10.50%
% of calls Failed or exceeding 11 minute response b/c no volunteers available	3.45%	4.12%	4.14%	3.15%	2.80%	3.17%	4.73%	2.32%	3.52%	3.81%	4.54%	4.56%
% of calls Failed or exceeding 11 minute response b/c career staffed unit already on a call	3.34%	4.12%	2.84%	3.73%	4.96%	4.05%	6.14%	8.15%	6.04%	5.92%	5.50%	6.45%
% of calls Failed or exceeding 11 minute response b/c volunteer staffed unit already on call	2.59%	2.93%	2.25%	2.33%	2.53%	2.41%	1.93%	0.03%	0.02%	0.03%	0.02%	0.02%

Staffing Report

	Call Type - Multi Company Dispatches	Total Staffing Required	Total Staff Responding	Staff Missing
12/1/2016	Structure Fire - Residential	18	22	4+
12/1/2016	MVC 81	14	22	8+
12/2/2016	Cardiac Arrest	6	4	* Not all staff recorded
12/2/2016	MVC	8	11	3+
12/2/2016	MVC	8	5	-3
12/3/2016	MVC	8	6	-2
12/4/2016	Structure Fire - Business	18	26	* Not all staff recorded
12/4/2016	Cardiac Arrest	6	7	1+
12/4/2016	MVC	8	7	-1
12/4/2016	MVC	8	7	-1
12/6/2016	MVC	8	8	
12/7/2016	MVC	8	11	3+
12/7/2016	Chimney Fire	18	22	4+
12/9/2016	MVC	8	4	* Not all staff recorded
12/9/2016	Structure Fire - Residential	18	29	11+
12/10/2016	MVC	8	8	
12/10/2016	Structure Fire - Residential	18	16	* Not all staff recorded
12/10/2016	MVC 81	14	12	-2
12/11/2016	Vehicle Fire	6	8	2+
12/11/2016	MVC	8	6	-2
12/12/2016	MVC 81	14	14	
12/12/2016	MVC	8	9	1+
12/13/2016	Oven/Stove Fire - Residential	18	9	* Not all staff recorded
12/13/2016	MVC	8	9	1+
12/14/2016	MVC	8	14	6+
12/14/2016	Appliance Fire - Residential	18	13	* Not all staff recorded
12/15/2016	Structure Fire - Residential	18	36	18+
12/15/2016	MVC 81	14	13	-1
12/16/2016	Structure Fire - Residential	18	15	-3
12/16/2016	MVC	8	6	-2
12/16/2016	Cardiac Arrest	6	11	5+
12/16/2016	MVC 81	14	25	11+
12/17/2016	Appliance Fire - Residential	18	19	1+
12/17/2016	MVC 81	14	13	-1
12/17/2016	MVC	8	8	
12/17/2016	MVC	8	10	2+
12/17/2016	Structure Fire - Residential	18	17	* Not all staff recorded
12/19/2016	Cardiac Arrest	6	10	4+
12/19/2016	MVC 81	14	12	-2
12/19/2016	MVC	8	7	-1
12/19/2016	MVC 81	14	9	-5
12/20/2016	Structure Fire - Residential	18	21	3+
12/20/2016	MVC	8	6	-2
12/20/2016	Defective Appliance - Commercial	18	22	4+
12/21/2016	MVC	8	4	-4
12/21/2016	MVC 81	14	4	* Not all staff recorded
12/21/2016	MVC	8	9	1+
12/22/2016	MVC 81	14	11	-3
12/22/2016	MVC 81	14	13	-1
12/22/2016	MVC	8	2	* Not all staff recorded
12/22/2016	MVC	8	21	13+

12/22/2016 MVC	8	5	-3
12/23/2016 Structure Fire - Barn	18	31	13+
12/24/2016 MVC	8	12	4+
12/24/2016 MVC	8	8	
12/25/2016 Chimney Fire	18	19	1+
12/25/2016 Structure Fire - Residential	18	45	27+
12/26/2016 MVC	8	8	
12/26/2016 MVC 81	14	7	-7
12/27/2016 MVC	8	8	* Not all staff recorded
12/28/2016 Structure Fire - Outbuilding	18	16	-2
12/28/2016 MVC	8	8	* Not all staff recorded

	Commission of the Arts Grant (3-100-2404-0025)	Support of Local Arts (4-100-72600-5664)	4,250.00	Reimbursement for the Arts from matching Government Challenge Grant
		Total Tourism	26,292.36	
Department	Transfer From	Transfer To	Amount	Description
Animal Shelter	Donations (3-100-1899-0097)	Animal Shelter Improvement Project (4-302-94000-8250)	221,484.94	Donations for animal shelter to provide care and support of dogs at shelter
	Donations (3-100-1899-0097)	Medical/Lab Supplies (4-100-35200-6004)	1,000.00	Donation to medical/lab supplies
	Donations (3-100-1899-0097)	Operating Supplies (4-100-35200-6014)	450.00	Donations to Operating Supplies
	Donations (3-100-1899-0097)	Operating Supplies (4-100-35200-6014)	2,315.00	Donations to Operating Supplies
	Donations (3-100-1899-0097)	Medical/Lab Supplies (4-100-35200-6004)	2,315.00	Donation to medical/lab supplies
	Donations (3-100-1899-0097)	Spay/Neuter Program (4-100-35200-6099)	4,776.25	Donation to spay/neuter program
	Donations (3-100-1899-0097)	Spay/Neuter Program (4-100-35200-6099)	2,050.00	Donation to spay/neuter program
		Total Animal Shelter	234,391.19	
Department	Transfer From	Transfer To	Amount	Description
Sheriff	Other Recovered Costs (3-100-1902-0098)	Salaries (Overtime) (4-100-31200-1200)	602.28	Repayment for a special event
	Other Recovered Costs (3-100-1902-0098)	FICA (4-100-31200-2100)	45.17	Repayment for a special event
	Extradition of Prisoners (3-100-2404-0001)	Travel (Extradition of Prisoners) (4-100-31200-5550)	144.10	Revenue received for the extradition of a prisoner
	Extradition of Prisoners (3-100-2404-0001)	Travel (Extradition of Prisoners) (4-100-31200-5550)	89.65	Revenue received for the extradition of a prisoner
	Extradition of Prisoners (3-100-2404-0001)	Travel (Extradition of Prisoners)	187.83	Revenue received for the extradition of a prisoner

		(4-100-31200-5550)		
	Expenditure Refunds (3-100-1803-0003)	(Confiscated Vehicles) (4-100-91100-3180)	225.00	Reimbursement for Tow Bill
	Extradition of Prisoners (3-100-2404-0001)	Travel (Extradition of Prisoners) (4-100-31200-5550)	73.70	Revenue received for the extradition of a prisoner
	Extradition of Prisoners (3-100-2404-0001)	Travel (Extradition of Prisoners) (4-100-31200-5550)	90.20	Revenue received for the extradition of a prisoner
	Recovered Costs (Software) (3-100-1902-0098)	EDP Equipment (Tyler Technologies) (4-100-31200-8207)	10,167.00	Reimbursement for Software Billing
	Recovered Costs (Software) (3-100-1902-0098)	EDP Equipment (Tyler Technologies) (4-100-31200-8207)	4,728.00	Reimbursement for Software Billing
	Recovered Costs (Software) (3-100-1902-0098)	EDP Equipment (Tyler Technologies) (4-100-31200-8207)	5,996.00	Reimbursement for Software Billing
	Recovered Costs (Software) (3-100-1902-0098)	EDP Equipment (Tyler Technologies) (4-100-31200-8207)	14,499.00	Reimbursement for Software Billing
		Total Sheriff	36,847.93	
Department	Transfer From	Transfer To	Amount	Description
Parks and Recreation	Conservation and Recreation Grant (3-100-2404-0026)	Agricultural Supplies (4-100-71200-6003)	2,010.02	Land Conservation Stewardship Tax Credits (Mack and Zula Wagnor Park)
		Total Solid Waste	2,010.02	
Fire and Rescue	Gifts and Donations (3-100-1899-0003)	Uniforms (4-100-3250-6011)	200.00	Citizen Donation for Uniforms/Safety Apparel
	Recovered Costs (3-100-1902-0098)	General Liability Insurance (4-100-3220-5308)	296.00	Reimbursement for Overpayment of Liability Insurance
			496.00	

Community Development	Recovered Costs (3-100-1902-0098)	Travel (Food & Lodging) (4-100-34410-5530)	487.37	Reimbursement for registration and lodging expense for the 2016 annual Building and Code Officials Conference
			487.37	
Circuit Court	Other Recovered Costs (Records Restoration Grant) (3-100-2404-0017)	Professional Services (4-100-21910-3161)	17,215.00	Grant funds received for the Records Restoration Grant
			17,215.00	

INTEROFFICE MEMORANDUM

TO: MANDY BELYEA
FROM: JENNA FRENCH
SUBJECT: SHENANDOAH COUNTY 2016 VISITOR GUIDE
DATE: 11/7/2016
CC:

Shenandoah County Tourism has received the following checks as reimbursement for participation in a Virginia Tourism Corporation (VTC) Marketing Leverage Grant

<u>Check #</u>	<u>Business</u>	<u>Amount</u>
• Check #047793	Virginia Tourism Corporation	\$1881.50

This amount should be re-appropriated to 81550-3600, Advertising for marketing and promotion of the Shenandoah Spirits Trail.

The check has been deposited as an Expenditure Refund, code 3-100-1803-003.

Thank you.

INTEROFFICE MEMORANDUM

TO: DIRECTOR OF FINANCE
FROM: JENNA FRENCH
SUBJECT: SHENANDOAH COUNTY 2016 VISITOR GUIDE
DATE: 11/21/2016
CC:

Shenandoah County Tourism has received the following checks as reimbursement for participation in a Virginia Tourism Corporation (VTC) Marketing Leverage Grant

<u>Check #</u>	<u>Business</u>	<u>Amount</u>
• Check #047854	Virginia Tourism Corporation	\$10,449.92

This amount should be re-appropriated to 81550-3160, Professional Services for new website development for Shenandoah County Tourism

The check has been deposited as an Expenditure Refund, code 3-100-1803-003.

Thank you.

INTEROFFICE MEMORANDUM

TO: DIRECTOR OF FINANCE
FROM: JENNA FRENCH
SUBJECT: SHENANDOAH COUNTY 2016 VISITOR GUIDE
DATE: 11/29/2016
CC:

Shenandoah County Tourism has received the following checks as reimbursement for participation in a Virginia Tourism Corporation (VTC) Marketing Co-op

<u>Check #</u>	<u>Business</u>	<u>Amount</u>
• Check #63656	Communications Consultants Inc.	\$24.54

This amount should be re-appropriated to 81550-3600, Advertising for advertising on Facebook.

The check has been deposited as an Expenditure Refund, code 3-100-1803-003.

Thank you.

INTEROFFICE MEMORANDUM

TO: DIRECTOR OF FINANCE
FROM: JENNA FRENCH
SUBJECT: SHENANDOAH COUNTY 2016 VISITOR GUIDE
DATE: 12/6/2016
CC:

Shenandoah County Tourism has received the following checks as reimbursement for a cooperative advertisement for Shenandoah County in Blue Ridge Outdoors Magazine, January issue.

<u>Check #</u>	<u>Business</u>	<u>Amount</u>
• Check #1699	Woodstock Brewing Company	\$350.00

This amount should be re-appropriated to 81550-3600, Advertising.

The check has been deposited as an Expenditure Refund, code 3-100-1803-003.

Thank you.

INTEROFFICE MEMORANDUM

TO: DIRECTOR OF FINANCE
FROM: JENNA FRENCH
SUBJECT: SHENANDOAH COUNTY 2016 VISITOR GUIDE
DATE: 12/12/2016
CC:

Shenandoah County Tourism has received the following checks as reimbursement for participation in a Virginia Tourism Corporation (VTC) Marketing Leverage Grant

<u>Check #</u>	<u>Business</u>	<u>Amount</u>
• Check #047948	Virginia Tourism Corporation	\$9,336.40

This amount should be re-appropriated to 81550-3600, Advertising for print and digital marketing.

The check has been deposited as an Expenditure Refund, code 3-100-1803-003.

Thank you.

600 North Main Street
Suite 101
WOODSTOCK, VA 22664

Tel: 540.459-6227



JENNA FRENCH
Director of Tourism & Marketing
jfrench@shenandoahcountyva.us

www.VisitShenandoahCounty.com

MEMO:

To: Director of Finance
Courtney Barnhart, Accounting Technician

From: Jenna French, Director of Tourism & Marketing

Date: 12/13/2016

Re: Virginia Commission for the Arts Government Challenge Grant
Reimbursement

T A X R E C E I P T

SHENANDOAH COUNTY
CINDY A. GEORGE, TREASURER
600 N MAIN ST SUITE 105
WOODSTOCK VA 22664-1855
GENERAL FUND - STATE REVENUE
ATTN J FRENCH

COMMISSION OF THE ARTS GRANT
3-100-2404-25

Pd by COMMONWEALTH REVENUE
BALANCE DUE INCLUDES PENALTY/INTEREST THRU THE MONTH 12/2016

Ticket #: 00035940001
Date : 12/13/2016
Register: GAC/CINDY
Trans. #: 13183
Dept # : GBSR
Acct# :

Previous Balance \$	4250.00
310006240400250000000000	
Principal Being Paid \$	4250.00
Penalty \$.00
Interest \$.00
AMOUNT Paid \$	4250.00
*Balance Due \$.00

Check 4250.00 # EFT
THRU THE MONTH 12/2016

These funds represent the reimbursement received from the Virginia Commission for the Arts from the matching Government Challenge Grant that Shenandoah County received.

Please reappropriate do line item 4-100-72600-5664
for support of the Local Arts.

Shenandoah County Animal Shelter
268 Landfill Road
Edinburg, VA 22824
(540) 984-8955

Peggy Lahn, Manager

Memorandum

To: Director of Finance
From: **Peggy Lahn, Shelter Manager**
Date: January 6, 2017
Subject: **Re-appropriation**
CC: Angie Schellhammer

Please re-appropriate funds to be used in providing care and support of dogs at shelter.

Re-appropriate as follows:

⁹⁴⁰⁰⁰
4-302-~~35200~~-8250 \$221,484.94

Revenue Code – 3-100-1899-97
Other Recovered Costs

Shenandoah County Animal Shelter
268 Landfill Road
Edinburg, VA 22824
(540) 984-8955

Peggy Lahn, Manager

Memorandum

To: Mandy Belyea, Director of Finance
From: **Peggy Lahn, Shelter Manager**
Date: October 28, 2016
Subject: **Re-appropriation**
CC: Angie Schellhammer

Please re-appropriate funds received from donations to medical/lab supplies.

Re-appropriate as follows:

4-100-35200-6004 \$1,000.00

Revenue Code – 3-100-1899-97
Other Recovered Costs

Shenandoah County Animal Shelter
268 Landfill Road
Edinburg, VA 22824
(540) 984-8955

Peggy Lahn, Manager

Memorandum

To: Mandy Belyea, Director of Finance
From: **Peggy Lahn, Shelter Manager**
Date: October 28, 2016
Subject: **Re-appropriation**
CC: Angie Schellhammer

Please re-appropriate funds received from donations to operating supplies.

Re-appropriate as follows:

4-100-35200-6014 \$450.00

Revenue Code – 3-100-1899-97
Other Recovered Costs

Shenandoah County Animal Shelter
268 Landfill Road
Edinburg, VA 22824
(540) 984-8955

Peggy Lahn, Manager

Memorandum

To: Director of Finance
From: **Peggy Lahn, Shelter Manager**
Date: November 17, 2016
Subject: **Re-appropriation**
CC: Angie Schellhammer

Please re-appropriate funds received from donations to operating supplies.

Re-appropriate as follows:

4-100-35200-6014 \$2,315.00

Revenue Code – 3-100-1899-97
Other Recovered Costs

Shenandoah County Animal Shelter
268 Landfill Road
Edinburg, VA 22824
(540) 984-8955

Peggy Lahn, Manager

Memorandum

To: Director of Finance
From: **Peggy Lahn, Shelter Manager**
Date: November 17, 2016
Subject: **Re-appropriation**
CC: Angie Schellhammer

Please re-appropriate funds received from donations to medical/lab.

Re-appropriate as follows:

4-100-35200-6004 \$2,315.00

Revenue Code – 3-100-1899-97
Other Recovered Costs



Peggy's Donation Form

Date Amount Where Appropriated

10-29-16	90.00	Cash Donation
11-1-16	100.00	Donation
11-2-16	40.00	In Memory
11-2-16	100.00	Donation
11-3-16	100.00	Donation
11-5-16	100.00	Donation
11-5-16	150.00	Sponsor
11-7-16	200.00	Donation
11-8-16	20.00	Donation
11-8-16	15.00	Donation
11-8-16	30.00	Donation
11-8-16	10.00	Donation
11-8-16	500.00	Donation
11-8-16	131.25	Donation
11-8-16	15.00	Donation
11-10-16	50.00	Cash Donation
11-12-16	10.00	Cash Donation
11-15-16	50.00	Donation
11-17-16	50.00	Donation
11-17-16	15.00	Donation
11-17-16	3,000.00	Bequest - Will

Total \$ ~~4,630.00~~ \$ 4,776.25

Shenandoah County Animal Shelter
268 Landfill Road
Edinburg, VA 22824
(540) 984-8955

Peggy Lahn, Manager

Memorandum

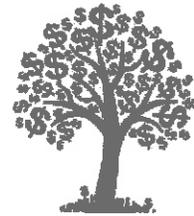
To: Director of Finance
From: **Peggy Lahn, Shelter Manager**
Date: December 3, 2016
Subject: **Re-appropriation**
CC: Angie Schellhammer

Please re-appropriate funds received from donations to spay/neuter.

Re-appropriate as follows:

4-100-35200-6099 \$2,050.00

Revenue Code – 3-100-1899-97
Other Recovered Costs



Peggy's Donation Form

Date Amount Where Appropriated

11-18-16	50.00	Donation
11-18-16	50.00	Donation
11-22-16	600.00	Donation
11-22-16	75.00	Donation
11-22-16	150.00	Donation
11-28-16	100.00	Donation
11-28-16	50.00	Donation
11-29-16	10.00	Cash Donation
12-3-16	50.00	Donation
12-3-16	50.00	Donation
12-3-16	50.00	Donation
12-3-16	30.00	Donation
12-3-16	30.00	Donation
12-3-16	500.00	Donation
12-3-16	50.00	Donation
12-3-16	100.00	Donation
12-3-16	25.00	Donation
12-3-16	75.00	Donation
12-3-16	5.00	Donation

12-3-16 \$2,050.00 Spay/neuter



Sheriff Timothy C. Carter
SHENANDOAH COUNTY SHERIFF'S OFFICE
109 West Court Street • Woodstock, Virginia 22664
(540) 459-6100 FAX (540) 459-6114 Email: sheriff@shencosheriff.com
www.shencosheriff.com



SHENANDOAH COUNTY SHERIFF'S OFFICE
REAPPROPRIATION REQUESTS FROM GENERAL FUND
October 17, 2016

I request that \$602.28 be appropriated into line 3120-1200 and \$45.17 be appropriated into line 3120-2100. Said money represent payment for special event and was deposited on 10/04/16 into line 3-100-1902-98.

I request that \$144.10 be appropriated into line 3120-5550. Said money represents reimbursement for extradition and was deposited on 10/14/16 into line 3-100-2404-0001.

I request that \$89.65 be appropriated into line 3120-5550. Said money represents reimbursement for extradition and was deposited on 10/14/16 into line 3-100-2404-0001.

A handwritten signature in black ink, appearing to read 'Timothy C. Carter'.

Sheriff Timothy C. Carter



Sheriff Timothy C. Carter
SHENANDOAH COUNTY SHERIFF'S OFFICE
109 West Court Street • Woodstock, Virginia 22664
(540) 459-6100 FAX (540) 459-6114 Email: sheriff@shencosheriff.com
www.shencosheriff.com



SHENANDOAH COUNTY SHERIFF'S OFFICE
REAPPROPRIATION REQUESTS FROM GENERAL FUND
November 15, 2016

I request that \$187.83 be appropriated into line 3120-5550. Said money represents reimbursement for extradition and was deposited on 10/26/16 into line 3-100-2404-0001.

I request that \$225.00 be appropriated into line 9110-3180. Said money represents reimbursement for a tow bill and was deposited on 11/10/2016 into line 3-100-1803-003.

I request that \$73.70 be appropriated into line 3120-5550. Said money represents reimbursement for extradition and was deposited on 11/14/16 into line 3-100-2404-0001.

I request that \$90.20 be appropriated into line 3120-5550. Said money represents reimbursement for extradition and was deposited on 11/14/16 into line 3-100-2404-0001.


Sheriff Timothy C. Carter



1282

Invoice

Shenandoah County Board of Supervisors

600 North Main Street, Suite 102
Woodstock, VA 22664

Bill To:

Strasburg Police Department
PO Box 351
Strasburg, VA 22657

November 14, 2016

~~11/20/2016~~

10-4442-3200

Description	Total
CAD/RMS Software Maintenance	\$4,597.00
Mobile Software Maintenance	\$5,570.00
For the period of:	
07/01/2016 – 06/30/2017	
	\$10,167.00

Make check payable to: Treasurer, Shenandoah County

Please send a separate check for this payment ~ Thank you

and mail to:

County Administration
Attn: Finance
600 North Main Street, Suite 102
Woodstock, VA 22664



Invoice

Shenandoah County Board of Supervisors

600 North Main Street, Suite 102
Woodstock, VA 22664

Bill To:

November 14, 2016

Mt. Jackson Police Department
PO Box 487
Mt. Jackson, VA 22842

Description	Total
CAD/RMS Software Maintenance	\$2,872.00
Mobile Software Maintenance	\$1,856.00
For the period of:	
07/01/2016 – 06/30/2017	
	\$4,728.00

Make check payable to: Treasurer, Shenandoah County
Please send a separate check for this payment ~ Thank you

and mail to: County Administration
Attn: Finance
600 North Main Street, Suite 102
Woodstock, VA 22664



Deposit to "ReCOV"

RMS Software

Invoice

Shenandoah County Board of Supervisors

600 North Main Street, Suite 102
Woodstock, VA 22664

Bill To:

November 14, 2016

New Market Police Department
PO Box 58
New Market, VA 22844

Description	Total
CAD/RMS Software Maintenance	\$2,872.00
Mobile Software Maintenance	\$3,094.00
For the period of:	
07/01/2016 – 06/30/2017	
	\$5,966.00

Make check payable to: Treasurer, Shenandoah County

Please send a separate check for this payment ~ Thank you

and mail to:

County Administration
Attn: Finance
600 North Main Street, Suite 102
Woodstock, VA 22664

Deposited to "Recor"

12-28-16

RMS Software



Invoice

Shenandoah County Board of Supervisors

600 North Main Street, Suite 102
Woodstock, VA 22664

Bill To:

November 14, 2016

Woodstock Police Department
135 N. Main Street
Woodstock, VA 22664

Description	Total
CAD/RMS Software Maintenance	\$4,597.00
Mobile Software Maintenance	\$9,902.00
For the period of:	
07/01/2016 – 06/30/2017	
	\$14,499.00

Make check payable to: Treasurer, Shenandoah County

Please send a separate check for this payment ~ Thank you

and mail to:

County Administration
Attn: Finance
600 North Main Street, Suite 102
Woodstock, VA 22664

Shenandoah County Parks and Recreation
600 N. Main Street, Suite 108
Woodstock, VA 22664
540-459-6777
540-459-8040 (fax)

Memo

To: Mandy Belyea, Finance Director
CC: Mary Beth Price, County Administrator
From: Jered Hoover, Parks and Recreation Director
Date: October 26, 2016
Re: Virginia Department of Conservation and Recreation Funds

On behalf of the Parks and Recreation Department, I would like to make the following request to County Administration regarding funds from the Virginia Department of Conservation and Recreation. These funds were allocated to Shenandoah County for our ongoing land conservation stewardship efforts for accepting an interest in land between July 1, 2013 and June 30, 2015 for which tax credits were claimed. More specifically, these funds in the amount of \$2,010.02 are to be used only to support monitoring and enforcement of the conservation and preservation purposes of the Mack and Zula Wagner Park.

Please re-appropriate the following funds of \$2,010.02:

FROM: 3-100-2404-0026 (Conservation and Recreation Grant)

TO: Parks and Recreation Operating Budget
*71200-6003 (Agricultural Supplies)

Please contact me if you have any questions.

Thank you.



Shenandoah County

Department of Fire and Rescue

600 N. Main Street, Suite 109

Woodstock, VA 22664

(540) 459-6167 voice

(540) 459-6192 fax

MEMORANDUM

Date: November 1, 2016

To: Courtney Barnhart

From: Tim Williams, Fire and Rescue Chief

Subject: Appropriation of Funds

Please appropriate the following funds to line item: 3250-6011 in the amount of \$200.00 (3-100-1899-0003)
These monies were received as a donation from a citizen to Shenandoah County Department of Fire and Rescue. Donations

TAX RECEIPT

SHENANDOAH COUNTY
CINDY A. GEORGE, TREASURER
600 N MAIN ST SUITE 105
WOODSTOCK VA 22664-1855

GENERAL FUND - STATE REVENUE
KOFILE216346

CCRP GRANT 2016A-55
RECORDS RESTORATION GRANT
3-100-2404-17

Pd by COMMONWEALTH REVENUE
BALANCE DUE INCLUDES PENALTY/INTEREST THRU

PAID
DEC 18 2016
SHENANDOAH COUNTY
CINDY A. GEORGE, TREASURER

Ticket #: 00035950001 @@

Date : 12/16/2016
Register: JAH/JHOCK1
Trans. #: 05509
Dept # : GESR
Acct# :

Previous Balance \$	17215.00
310000240400170000000000	
Principal Being Paid \$	17215.00
Penalty \$.00
Interest \$.00
Amount Paid \$	17215.00
*Balance Due \$.00

Check 17215.00 # EFT
THRU THE MONTH 12/2016

From: 3-100-2404-0017
Other Recovered Costs

TO 4-100-21910-3161
Professional Services

Courtney Barnhart

From: Cindy George
Sent: Friday, December 16, 2016 12:33 PM
To: sirvin@courts.state.va.us; Courtney Barnhart
Subject: RE: Grant Cycle Number 2016A-55 - Verification of Work Form and Payment request
Attachments: SKM_4050161216122900.pdf

Revenue receipt attached

Cindy A. George, MGT
Treasurer, Shenandoah County, Virginia
600 North Main Street; Suite 105
Woodstock, Virginia, 22664
Phone: 540-459-6180 Fax: 540-459-6182
cgeorge@shenandoahcountyva.us
www.shenandoahcountyva.us/treasurer

From: sirvin@courts.state.va.us [<mailto:sirvin@courts.state.va.us>]
Sent: Tuesday, November 22, 2016 12:29 PM
To: michelle.washington@lva.virginia.gov
Cc: Cindy George; JDavidson@courts.state.va.us; Greg Crawford; Harter Tracy (LVA); Courtney Barnhart
Subject: Grant Cycle Number 2016A-55 - Verification of Work Form and Payment request

Ms. Washington,

Attached is the completed and signed Verification of Work form and KOFILE Invoice for Grant Agreement Number 2016A-55. I have also attached the detailed breakdown of the KOFILE Invoice should you need that too.

I am copying Cindy George, Treasurer for Shenandoah County, and Courtney Barnhart, Accounting Technician for Shenandoah County, so that they will be expecting the \$17,215.00 in the next 30 days and then will be able to pay invoice through our records restoration line item once our office submits the properly coded invoice to County Administration.

Please let me know if any of you have questions.

Thanks and Happy Thanksgiving to all!

~Sarona :)

Sarona S. Irvin, Clerk
Shenandoah County Circuit Court
112 S. Main Street, P.O. Box 406
Woodstock, VA 22664
Phone (540)459-6153
Fax (540)459-6155

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE UNCOLLECTED
1000	***LOCAL REVENUES-GENERAL GOV.***					
1101	**REAL PROPERTY TAXES**	25,779,200.00	25,779,200.00	4,287,701.64	6,438,533.05	19,340,666.95
1102	**PUBLIC SVC CORP TAXES**	1,347,600.00	1,347,600.00	273,443.54	388,777.50	958,822.50
1103	**PERSONAL PROPERTY TAXES**	9,845,100.00	9,845,100.00	1,429,649.35	1,429,649.35	7,254,523.24
1104	**MACHINERY AND TOOLS**	2,435,000.00	2,435,000.00	640,464.36	656,686.81	1,778,313.19
1105	**MERCHANTS CAPITAL**	271,200.00	271,200.00	40,084.55	87,495.57	183,704.43
1106	**PENALTIES AND INTEREST**	570,000.00	570,000.00	57,402.45	218,435.91	351,564.09
1200	**OTHER LOCAL TAXES**					
1201	**LOCAL SALES TAX**	3,260,000.00	3,260,000.00	404,729.13	2,000,637.07	1,259,362.93
1202	**CONSUMER UTILITY TAX**	1,984,300.00	1,984,300.00	64,521.09	279,044.04	1,705,255.96
1204	**GROSS RECEIPTS LICENSE TAX**	30,300.00	30,300.00			30,300.00
1205	**VEHICLE LICENSE FEE**	846,000.00	846,000.00	13,239.92	81,445.65	764,554.35
1206	INOPERABLE VEHICLE LICENSES					
1207	**TAX ON RECORDATION OF WILLS**	300,400.00	300,400.00	39,041.25	180,411.37	119,988.63
1210	**TRANSIENT OCCUPANCY TAX**	135,800.00	135,800.00	12,818.11	91,810.22	43,989.78
1216	**ENHANCED 911 TELEPHONE SYSTEM**					
1301	**ANIMAL LICENSES**	19,500.00	19,500.00	8,791.00	9,260.00	10,240.00
1303	**PERMITS,FEES**	328,178.00	328,178.00	33,575.98	160,977.13	167,200.87
1401	**COURT FINES AND FORFEITURES**	75,300.00	75,300.00	6,981.63	28,044.41	47,255.59
1501	**USE OF MONEY AND PROPERTY**	50,000.00	50,000.00	6,095.49	33,034.70	16,965.30
1502	**RENT OF REAL PROPERTY**	377,300.00	377,300.00	27,251.65	160,604.73	216,695.27
1601	**CHARGES FOR SERVICES**	121,200.00	121,200.00	9,369.60	53,317.53	67,882.47
1602	COMMONWEALTH ATTORNEY'S FEES	3,700.00	3,700.00	454.69	2,173.00	1,527.00
1605	**CORRUPTION AND DETENTION**	38,500.00	38,500.00	3,236.10	17,511.05	20,988.95
1606	**CHARGES FOR ANIMAL PROTECTION**	9,430.00	9,430.00	635.00	3,805.00	5,625.00
1608	**WASTE COLLECTION CHARGES**					
1609	**CHARGES FOR PARKS & RECREATION**	259,741.00	259,741.00	44,599.50	205,987.00	53,754.00
1611	**CHARGES FOR SOCIAL SERVICES**					
1615	**CHARGES FOR COUNTY LIBRARY**					
1803	**EXPENDITURE REFUNDS**		9,945.00		78,547.71	68,602.71-
1899	**MISCELLANEOUS REVENUE**	174,000.00	179,658.00	18,021.05	271,914.66	92,256.66-
1902	**RECOVERED COSTS**	1,574,154.00	1,575,063.23	17,767.25	704,421.12	870,642.11
	LOCAL REVENUES-GENERAL GOV.	49,835,903.00	49,852,415.23	7,452,455.29	14,743,451.99	35,108,963.24
2000	***REVENUE FROM COMMONWEALTH***					
2201	**NON-CATEGORICAL AID**					
2300	**SHARED EXPENSES**	3,896,229.00	3,896,229.00	2,750,145.60	3,064,528.78	831,700.22
2301	**COMMONWEALTH ATTORNEY**	378,025.00	378,025.00	31,606.79	140,237.75	237,787.25
2302	**SHERIFF**	1,754,570.00	1,754,570.00	146,433.30	719,224.67	1,035,345.33
2303	**COMMISSIONER OF REVENUE**	125,596.00	125,596.00	10,476.84	51,814.65	73,781.35
2304	**TREASURER**	128,282.00	128,282.00	10,653.42	51,732.01	76,549.99
2305	**MEDICAL EXAMINER**					
2306	**REGISTRAR/ELECTORAL BOARD**	43,540.00	43,540.00		121,403.07	43,540.00
2307	**CLERK OF CIRCUIT COURT**	316,560.00	316,560.00	24,910.61		195,156.93
2308	**EMERGENCY SERVICES**					
2401	**PUBLIC ASSISTANCE**					
2404	**OTHER CATEGORICAL AID**	613,808.00	617,656.24	20,199.31	211,055.11	406,601.13
	REVENUE FROM COMMONWEALTH	7,256,610.00	7,260,458.24	2,994,425.87	4,359,996.04	2,900,462.20
						39.94

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	BALANCE UNCOLLECTED
3100	***REVENUE FROM FEDERAL GOV.***					
3101	**PAYMENT IN LIEU OF TAXES**	160,700.00	160,700.00		178,749.00	18,049.00-
3301	**ANTI-DRUG GRANT**					11.23-
3303	**ENERGY CONSERVATION GRANT **					
3305	**PUBLIC ASSISTANCE**					
3307	**GIFTSY MOTH PROGRAM**					
3404	EXCESS FEES OF CLERK					
3899	***OTHER FEDERAL REVENUE***	96,511.00	144,015.00		33,678.98	110,336.02
	REVENUE FROM FEDERAL GOV.	257,211.00	304,715.00		212,427.98	92,287.02
4100	**NON-REVENUE RECEIPTS**					
4101	**INSURANCE RECOVERIES**					
4102	PROCEEDS FROM INDEMNITIES W/FRF IN					
4104	**BOND PROCEEDS*	346,000.00	346,000.00			346,000.00
4105	**INTERFUND TRANSFERS IN**					
4200	TRANSFERS FROM GENERAL FUND BALANCE	1,934,789.00	2,465,403.00			2,465,403.00
	***NON-REVENUE RECEIPTS**	2,280,789.00	2,811,403.00			2,811,403.00
	--FUND TOTAL--	59,630,513.00	60,228,991.47	10,446,881.16	19,315,876.01	40,913,115.46
						67.92

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
10000	*GENERAL GOVERNMENT ADMINISTRATION*							
11010	**BOARD OF SUPERVISORS**	227,745.00	227,745.00	10,310.56	114,432.15		113,312.85	49.75
	BOARD OF SUPERVISORS	227,745.00	227,745.00	10,310.56	114,432.15		113,312.85	49.75
12100	**COUNTY ADMINISTRATOR**	423,831.00	423,831.00	34,627.30	175,862.49		247,968.51	58.50
12200	**COUNTY ATTORNEY**	72,000.00	72,000.00	2,932.56	27,071.89		44,928.11	62.40
12240	**AUDITOR**	70,000.00	70,000.00	8,555.80	8,555.80		61,444.20	87.77
12310	**COMMISSIONER OF THE REVENUE**	451,661.00	451,661.00	38,052.87	182,648.49		269,012.51	59.56
12320	**GENERAL REASSESSMENT**							
12330	**BOARD OF EQUALIZATION**	5,833.00	5,833.00	22.21	1,338.27		4,494.73	77.05
12410-001	Credit Card Convenience Fee	1,814,920.00	1,814,920.00	134,029.34	730,180.81		1,084,739.19	59.76
	--MAJOR TOTAL--	563,850.00	563,850.00	39,528.04	220,271.72		343,578.28	60.93
12440	**FINANCIAL ADMIN. AND TECHNOLOGI**	250,291.00	250,291.00	19,516.84	100,061.73		150,229.27	60.02
12510	**INFORMATION SYSTEMS**	132,240.00	132,240.00	8,782.84	50,831.84		81,408.16	61.56
12530	**CENTRAL PURCHASING/CENTRAL STORE*							
12540	**GEOGRAPHIC INFORMATION SYSTEMS**	106,035.00	106,034.00	7,167.54	44,621.03		61,412.97	57.91
	COUNTY ADMINISTRATOR	2,075,741.00	2,075,740.00	159,186.00	811,263.26		1,264,476.74	60.91
13100	**BOARD OF ELECTIONS**	86,406.00	86,406.00	24,122.93	30,659.06		55,746.94	64.51
13200	**GENERAL REGISTRAR**	137,255.00	137,255.00	12,920.66	55,816.33		81,438.67	59.33
	BOARD OF ELECTIONS	223,661.00	223,661.00	37,043.59	86,475.39		137,185.61	61.33
21000	***JUDICIAL ADMINISTRATION***							
21100	**CIRCUIT COURT (Judge)**	66,013.00	66,013.00	5,164.14	26,642.19		39,370.81	59.64
21200	**GENERAL DISTRICT COURT**	8,200.00	8,200.00	348.76	2,659.84		5,540.16	67.56
21300	**MAGISTRATES' OFFICE**	3,225.00	3,225.00	111.73	592.45		2,632.55	81.62
	--MAJOR TOTAL--	14,275.00	14,275.00	635.67	3,400.57		10,874.43	76.17
	--MAJOR TOTAL--	552,579.00	552,579.00	44,090.10	223,375.64		329,203.36	59.57
21700	**SHERIFF (COURIS)**	728,235.00	728,235.00	52,941.58	258,964.50		469,270.50	64.43
21800	**LAW LIBRARY**	22,500.00	22,500.00	901.54	5,439.35		17,060.65	75.82
21910	**RECORDS RESTORATION**							
	JUDICIAL ADMINISTRATION	1,395,027.00	1,395,027.00	104,193.52	521,074.54		873,952.46	62.64
22100	**COMMONWEALTH'S ATTORNEY**	528,427.00	528,427.00	43,502.16	203,116.46		325,310.54	61.56
22200	*** VICTIM WITNESS ***	53,346.00	95,949.00	6,292.03	30,236.90		65,712.10	68.48
	COMMONWEALTH'S ATTORNEY	581,773.00	624,376.00	49,794.19	233,353.36		391,022.64	62.62
31000	***PUBLIC SAFETY***							
31200-004	Police Supplies - Project Lifesaver	7,159,021.00	7,265,827.25	550,463.62	2,993,868.32	4,940.35	4,267,018.58	58.72
31200-005	Prof Serv. - Public Def	874.00	874.00				874.00	100.00

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
31200-006	Contractual Services (Youth Camp)	13,475.00	13,475.00				13,475.00	100.00
31200-008	Deputy Supplies - Project Backpack	2,250.00	2,250.00		855.35		1,394.65	61.98
31200-010	Salaries and Wages - Regular EPD	94,590.00	94,590.00	6,643.12	33,161.29		61,428.71	64.94
	--MAJOR TOTAL--	4,581,183.00	4,645,387.25	330,608.22	1,991,467.07	4,940.35	2,648,979.83	57.02
31400	*E-911 ENFORCEMENT/TRAFFIC CONTROL*							
	PUBLIC SAFETY	4,581,183.00	4,645,387.25	330,608.22	1,991,467.07	4,940.35	2,648,979.83	57.02
32200	**VOLUNTEER FIRE DEPARTMENTS**	1,028,825.00	1,028,825.00	13,661.88	452,555.11		576,269.89	56.01
32300	**AMBULANCE & RESCUE SERVICES**	9,495.00	9,495.00		9,495.00			
32400	**FOREST FIRE EXTINCTION SERVICE**	4,771,926.00	4,771,926.00	313,362.50	2,054,112.94	14,932.74	2,702,880.32	56.64
32500-001	Stipend	3,733,606.00	3,733,606.00	299,700.62	1,592,062.83	14,932.74	2,126,610.43	56.95
	--MAJOR TOTAL--	4,771,926.00	4,771,926.00	313,362.50	2,054,112.94	14,932.74	2,702,880.32	56.64
	VOLUNTEER FIRE DEPARTMENTS	2,500,000.00	2,500,000.00		1,298,940.00		1,201,060.00	48.04
	--MAJOR TOTAL--	11,436.00	11,436.00	71.82	3,118.28		8,317.72	72.73
33300-001	**JUVENILE PREVENTION WUCCRA**	3,010,547.00	3,010,547.00	4,076.56	1,426,082.71		1,584,464.29	52.63
	--MAJOR TOTAL--	499,111.00	499,111.00	4,004.74	124,024.43		375,086.57	75.15
	CORRECTIONS/CAJAL	3,010,547.00	3,010,547.00	4,076.56	1,426,082.71		1,584,464.29	52.63
	--MAJOR TOTAL--	397,555.00	397,555.00	33,638.22	160,649.58		236,905.42	59.59
	CODE ENFORCEMENT	397,555.00	397,555.00	33,638.22	160,649.58		236,905.42	59.59
35100	*ANIMAL CONTROL (OTHER PROTECTION)*	151,000.00	151,000.00	10,943.78	53,321.53		97,678.47	64.68
35200	**ANIMAL SHELTER**	256,331.00	273,783.00	21,962.15	95,080.71		178,702.29	65.27
35300	**MEDICAL EXAMINER**	900.00	900.00	100.00	140.00		760.00	84.44
	--MAJOR TOTAL--	1,317,151.00	1,317,151.00	97,440.55	515,508.40	480.00	801,162.60	60.82
	ANIMAL CONTROL (OTHER PROTECTION)	1,725,382.00	1,742,834.00	130,446.48	664,050.64	480.00	1,078,303.36	61.87
41000	***PUBLIC WORKS***							
	--MAJOR TOTAL--							
	--MAJOR TOTAL--							
42600	***TIRE SHREDDER***							
42700	**NORTH FORK WASTEWATER PLANT**							
42800	**Stoney Creek Sanitary District**							
42900	**Tons Brook-Mauretown San. Dist**							
	--MAJOR TOTAL--	1,167,930.00	1,218,803.00	77,015.79	501,142.20	7,473.86	710,186.94	58.26

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
43500	Public Works-Facility Maint.	1,167,930.00	1,218,803.00	77,015.79	501,142.20	7,473.86	710,186.94	58.26
	GENERAL PROPERTIES							
51000	**HEALTH AND WELFARE**	320,932.00	320,932.00	160,466.00	160,466.00		160,466.00	50.00
51100	**LOCAL HEALTH DEPARTMENT**	320,932.00	320,932.00	160,466.00	160,466.00		160,466.00	50.00
	HEALTH AND WELFARE	241,646.00	241,646.00		60,161.50		181,484.50	75.10
52100	**MENTAL HEALTH**	241,646.00	241,646.00		60,161.50		181,484.50	75.10
	MENTAL HEALTH	68,000.00	68,000.00		34,000.00		34,000.00	50.00
53000	**SOCIAL SERVICES DEPARTMENT**	210,000.00	210,000.00		210,000.00		210,000.00	100.00
53100	**SOCIAL SERVICES**	5,000.00	5,000.00		5,000.00		5,000.00	100.00
53220	**STATE & LOCAL HOSPITALIZATION**	57,000.00	57,000.00		57,000.00		1,000.00	1.75
53230	**AREA AGENCY ON AGING**							
53300	**TAX RELIEF ELDERLY/HANDICAPPED**							
53400	**OPERATION COUNTY/FARM HOME**							
	--MAJOR TOTAL--	340,000.00	340,000.00		90,000.00		250,000.00	73.52
53600	**COMPREHENSIVE SERVICES ACT **	45,346.00	45,346.00		45,346.00			
	SOCIAL SERVICES DEPARTMENT	45,346.00	45,346.00		45,346.00			
60000	**EDUCATION**	45,346.00	45,346.00		45,346.00			
61000	**ADMINISTRATION OF SCHOOLS**							
68000	**COMMUNITY COLLEGE**							
	COMMUNITY COLLEGE	4,934,488.00	5,002,813.00	473,234.41	2,025,827.02	7,953.86	2,969,032.12	59.34
71000	**RECREATION AND CULTURAL**	695,697.00	695,697.00	71,667.92	344,011.10		351,685.90	50.55
71200-001	Salaries (Part-Time) - Enterprise							
	--MAJOR TOTAL--	695,697.00	695,697.00	71,667.92	344,011.10		351,685.90	50.55
71500	**OPERATION OF TRANSLATOR TOWERS**	9,500.00	9,500.00		8,750.00		750.00	7.89
	RECREATION AND CULTURAL	9,500.00	9,500.00		8,750.00		750.00	7.89
72600	**CULTURAL SERVICES**	9,500.00	9,500.00		8,750.00		750.00	7.89
	CULTURAL SERVICES	722,659.00	722,659.00	58,253.38	310,669.87		411,989.13	57.01
	--MAJOR TOTAL--	722,659.00	722,659.00	58,253.38	310,669.87		411,989.13	57.01
81000	**LIBRARY ADMINISTRATION**							
	LIBRARY ADMINISTRATION							
	COMMUNITY DEVELOPMENT							

ACCT#	DESCRIPTION	BUDGET AMOUNT	APPR. AMOUNT	CURRENT AMOUNT	Y-T-D AMOUNT	ENCUMBRANCE AMOUNT	UNENCUMBERED BALANCE	% REMAINING
81100	**COMMUNITY DEVELOPMENT**	408,828.00	408,828.00	29,225.96	155,009.38		253,818.62	62.08
81500-001	Support Existing Ind.- Grant Match	1,404,232.00	1,404,232.00	87,558.17	535,351.39		868,880.61	61.87
	--MAJOR TOTAL--	263,245.00	263,245.00	78.83	60,922.14		202,322.86	76.85
81550	**TOURISM**	206,577.00	221,522.00	11,812.93	97,462.32	8,750.00	115,309.68	52.05
81600	**Litter Control**	18,000.00	20,574.22	356.10	5,538.16		15,046.06	73.13
	COMMUNITY DEVELOPMENT	896,650.00	914,169.22	41,473.82	318,922.00	8,750.00	586,497.22	64.15
82400	**SOIL/WATER CONSERVATION DIST**	338,564.00	338,564.00	22,362.94	139,279.20		199,284.80	58.86
82700	**GIPSY MOth CONTROL PROGRAM**	145,713.00	145,713.00	24,107.94	43,104.22		102,608.78	70.41
82800	**ABANDONED VEHICLE PROGRAM**	145,713.00	145,713.00	24,107.94	43,104.22		102,608.78	70.41
	--MAJOR TOTAL--	475.00	475.00	475.00	475.00		475.00	100.00
91000	**NONDEPARTMENTAL***	475.00	475.00	475.00	475.00		475.00	100.00
91100	**JUDGMENTS AND SETTLEMENTS**	24,550.00	24,550.00	1,245.38	3,324.11		21,225.89	86.45
91200	Refund Sheriff's Work Release	350,000.00	350,000.00	2,654.00	14,408.00		335,592.00	95.88
	NONDEPARTMENTAL	374,550.00	374,550.00	3,899.38	17,732.11		356,817.89	95.26
92100	**REVENUE REFUNDS (SUSPENSE ACCT)**	29,535,670.00	29,907,652.00	3,589,746.79	20,136,083.03		9,771,568.97	32.67
92200	**TRANSFERS (SUSPENSE ACCOUNT)**	374,550.00	374,550.00	3,899.38	17,732.11		356,817.89	95.26
	REVENUE REFUNDS (SUSPENSE ACCT)	29,535,670.00	29,907,652.00	3,589,746.79	20,136,083.03		9,771,568.97	32.67
93200	COUNTY EXPENSES	506,910.00	594,730.00	594,730.00	27,935.62	6,988.80	559,805.58	94.12
	COUNTY EXPENSES	506,910.00	594,730.00	594,730.00	27,935.62	6,988.80	559,805.58	94.12
94000	**CAPITAL OUTLAY**	54,332,782.00	54,985,234.47	5,221,653.80	30,266,564.49	43,565.75	24,675,104.23	44.87
	CAPITAL OUTLAY	54,332,782.00	54,985,234.47	5,221,653.80	30,266,564.49	43,565.75	24,675,104.23	44.87
95100	PRINCIPAL REPAYMENTS							
	--FUND TOTAL--							

County of Shenandoah
Board of Supervisors

BI

Agenda Item Summary

AGENDA DATE: January 10, 2017

CONSENT:

REGULAR:

CLOSED SESSION:

ACTION: X

INFORMATION:

OLD BUSINESS: X

ITEM TITLE: Consideration of an Ordinance designating certain real property owned by Hupps Hill, LLC. as tax exempt.

RECOMMENDATION: Action is requested.

BACKGROUND:

This request for tax exemption was brought to you on August 9, 2016 following a public hearing on June 28, 2016. The property is located at 33229 Old Valley Pike, Strasburg and was owned by the Bernstein Foundation, LLC and granted real estate tax exemption by the Board of Supervisors on May 10, 2005 in the name of Wayside Museum of American History and Arts, Inc. (Wayside). On February 17, 2011 the property was transferred to Hupps Hill, LLC, but still under the operation of the Bernstein Foundation, when the facility continued as a museum but also became a state certified Visitor Center. The tax exemption granted to Wayside is nontransferable.

The action taken by the Board at that time was to postpone the request until a viable rental agreement was presented. Since this meeting the Town of Strasburg has been working with the Bernstein Foundation, LLC on a zero-cost lease for the Town to continue as a state certified Visitor center, museum, civil war trenches and trails. The Town wishes the County to grant the tax exempt status so this zero-cost lease can be formalized and together in cooperation with the County, the visitor center can continue and our combined efforts for tourism and visitors will sustain.

If you recall, also at the August 9, 2016 meeting, the Bernstein Foundation, LLC, requested as a donation, taxes paid for the tax years 2012, 2013, 2014, 2015 and half of 2016 in the amount of \$48,908.19. That is not part of this request and the request is for the tax exemption.

BUDGET IMPACT:

Based on 2016 real estate assessments the property requested for exemption totals \$11,004.60 annually.

STAFF CONTACTS:

Mary T. Price, County Administrator

ATTACHMENT(S):

Proposed Ordinance for tax exemption

State Code Section 58.1-3651

Letter from Town of Strasburg

August 9, 2016 Board of Supervisors meeting minutes

REVIEWED BY:



DATE:

1/6/17

County of Shenandoah

BOARD OF SUPERVISORS

DISTRICT 1 - DICK NEESE 540.740.3414
DISTRICT 2 - STEVE BAKER 540.477.3550
DISTRICT 3 - RICHARD WALKER 540.459.3149
DISTRICT 4 - CINDY BAILEY 540.481.0471
DISTRICT 5 - MARSHA SHRUNTZ 540.333.1042
DISTRICT 6 - CONRAD HELSLEY 540.481.6167

600 N. Main Street, Ste 102
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OFFICE OF COUNTY ADMINISTRATION

MARY T. PRICE
COUNTY ADMINISTRATOR

EVAN L. VASS
ASSISTANT COUNTY ADMINISTRATOR

AN ORDINANCE DESIGNATING CERTAIN PROPERTY OWNED BY HUPPS HILL, LLC AS TAX EXEMPT

WHEREAS, Hupps Hill, LLC a non-profit organization, has requested that the Board of Supervisors of the County of Shenandoah, Virginia, grant a tax exemption pursuant to Article X, Section 6(a) (6) of the Constitution of Virginia for certain real property owned by Hupps Hill, LLC in the County; and

WHEREAS, on June 28, 2016 after due notice, a public hearing was held by the Board of Supervisors; and

WHEREAS, the property subject to the request (the "Subject Property") is located in the County of Shenandoah at 33229 Old Valley Pike, Strasburg Virginia and is identified on the Shenandoah County Tax Map as parcel numbers 025 A 001; 025 A 001B; 025 A 001C; and 025 A 002A; and

WHEREAS, the Subject Property is owned by Hupps Hill, LLC, a wholly-owned subsidiary of the Bernstein Family Foundation, which is exempt from tax pursuant to 501(c)(3) of the Internal Revenue Code.

WHEREAS, the Subject Property has an assessed value of \$1,834,100 and was taxed in 2016 for \$11,004.00 in County real property taxes; and

WHEREAS, the Board of Supervisors has examined and considered the criteria identified in Section 58.1-3651 (B) (1-8) of the Code of Virginia,

NOW, THEREFORE, BE IT ORDAINED by the Board of Supervisors of the County of Shenandoah, Virginia, that

- 1. Designation.** The Subject Property is designated as tax exempt under § 58.1-3651 of the Code of Virginia. This exemption is based on the current use of the property for historical and cultural purposes.
- 2. Limitations.** The exemption created by this ordinance applies only to County real property taxes. It shall be contingent on the continued, exclusive use of the Subject Property for non-profit historical or cultural uses and the continued ownership of the property by Hupps Hill, LLC.
- 3. Effective date.** This ordinance shall be effective as of the date of passage.

Adopted on a motion and second by Supervisors _____ and _____
and by a vote of _____ on _____.

Conrad A. Helsley, Chairman

ATTEST: _____
Mary T. Price, Clerk of the Board

CERTIFICATE

The undersigned Mary T. Price, County Administrator of Shenandoah County, Virginia, hereby certifies the foregoing constitutes a true and correct copy of an **Ordinance Designating Certain Property Owned by Hupps Hill, LLC as Tax Exempt** after due publication at a regular meeting duly held and called on _____ for which proper notice was given. A record of the roll-call vote by the Board is as follows:

Name	Aye	Nay	Abstain	Absent
Cindy Bailey				
Richard Walker				
Dick Neese				
Marsha Shruntz				
Dr. Conrad A Helsley				
Steve Baker				

Mary T. Price
County Administrator

Code of Virginia
Title 58.1. Taxation
Chapter 36. Tax Exempt Property

This section has more than one version with varying effective dates. To view a complete list of the versions of this section see Table of Contents.

§ 58.1-3651. (Effective until July 1, 2018) Property exempt from taxation by classification or designation by ordinance adopted by local governing body on or after January 1, 2003.

A. Pursuant to subsection 6 (a) (6) of Article X of the Constitution of Virginia, on and after January 1, 2003, any county, city, or town may by designation or classification exempt from real or personal property taxes, or both, by ordinance adopted by the local governing body, the real or personal property, or both, owned by a nonprofit organization that uses such property for religious, charitable, patriotic, historical, benevolent, cultural, or public park and playground purposes. The ordinance shall state the specific use on which the exemption is based, and continuance of the exemption shall be contingent on the continued use of the property in accordance with the purpose for which the organization is classified or designated. No exemption shall be provided to any organization that has any rule, regulation, policy, or practice that unlawfully discriminates on the basis of religious conviction, race, color, sex, or national origin.

B. Any ordinance exempting property by designation pursuant to subsection A shall be adopted only after holding a public hearing with respect thereto, at which citizens shall have an opportunity to be heard. The local governing body shall publish notice of the hearing once in a newspaper of general circulation in the county, city, or town where the real property is located. The notice shall include the assessed value of the real and tangible personal property for which an exemption is requested as well as the property taxes assessed against such property. The public hearing shall not be held until at least five days after the notice is published in the newspaper. The local governing body shall collect the cost of publication from the organization requesting the property tax exemption. Before adopting any such ordinance the governing body shall consider the following questions:

1. Whether the organization is exempt from taxation pursuant to § 501(c) of the Internal Revenue Code of 1954;
2. Whether a current annual alcoholic beverage license for serving alcoholic beverages has been issued by the Virginia Alcoholic Beverage Control Board to such organization, for use on such property;
3. Whether any director, officer, or employee of the organization is paid compensation in excess of a reasonable allowance for salaries or other compensation for personal services which such director, officer, or employee actually renders;
4. Whether any part of the net earnings of such organization inures to the benefit of any individual, and whether any significant portion of the service provided by such organization is

generated by funds received from donations, contributions, or local, state or federal grants. As used in this subsection, donations shall include the providing of personal services or the contribution of in-kind or other material services;

5. Whether the organization provides services for the common good of the public;

6. Whether a substantial part of the activities of the organization involves carrying on propaganda, or otherwise attempting to influence legislation and whether the organization participates in, or intervenes in, any political campaign on behalf of any candidate for public office;

7. The revenue impact to the locality and its taxpayers of exempting the property; and

8. Any other criteria, facts and circumstances that the governing body deems pertinent to the adoption of such ordinance.

C. Any ordinance exempting property by classification pursuant to subsection A shall be adopted only after holding a public hearing with respect thereto, at which citizens shall have an opportunity to be heard. The local governing body shall publish notice of the hearing once in a newspaper of general circulation in the county, city, or town. The public hearing shall not be held until at least five days after the notice is published in the newspaper.

D. Exemptions of property from taxation under this article shall be strictly construed in accordance with Article X, Section 6 (f) of the Constitution of Virginia.

E. Nothing in this section or in any ordinance adopted pursuant to this section shall affect the validity of either a classification exemption or a designation exemption granted by the General Assembly prior to January 1, 2003, pursuant to Article 2 (§ 58.1-3606 et seq.), 3 (§ 58.1-3609 et seq.) or 4 (§ 58.1-3650 et seq.) of this chapter. An exemption granted pursuant to Article 4 (§ 58.1-3650 et seq.) of this chapter may be revoked in accordance with the provisions of § 58.1-3605.

2003, c. 1032; 2004, c. 557.

§ 58.1-3651. (Effective July 1, 2018) Property exempt from taxation by classification or designation by ordinance adopted by local governing body on or after January 1, 2003.

A. Pursuant to subsection 6 (a)(6) of Article X of the Constitution of Virginia, on and after January 1, 2003, any county, city, or town may by designation or classification exempt from real or personal property taxes, or both, by ordinance adopted by the local governing body, the real or personal property, or both, owned by a nonprofit organization that uses such property for religious, charitable, patriotic, historical, benevolent, cultural, or public park and playground purposes. The ordinance shall state the specific use on which the exemption is based, and continuance of the exemption shall be contingent on the continued use of the property in accordance with the purpose for which the organization is classified or designated. No exemption



Town of Strasburg

174 E. King Street, P.O. Box 351
Strasburg, Virginia 22657
(540) 465-9197
Fax (540) 465-3252

Shenandoah County Board of Supervisors
600 North Main St., Suite 102
Woodstock, Va. 22664

Board of Supervisors:

The Town of Strasburg is drafting a lease agreement with Hupps Hill, LLC, a wholly owned subsidiary of the Bernstein Foundation, LLC for the continual use of the Gateway to the Shenandoah Visitor Center located in Strasburg Va. as a visitor center for both the Town and County and as a Civil War Museum in conjunction with the Cedar Creek Battlefield Foundation for an initial term of three (3) years with the possibility of five (5), one (1) year extensions. The visitor center is a certified visitor center through the State of Virginia. The visitor center has seen a steady increase in tourist and visitors since it opened in 2011 with total of 7160 people stopping at the center in 2016.

The lease that has been drafted is for a zero-cost lease for the property that the visitor center, museum, civil war trenches and trails sit on for the lessee (Town of Strasburg) provided that Shenandoah County grants the lessor (Hupps Hill, LLC) 501(c)(3) status through Shenandoah County, Va. In effect, the lessor wants the property that was historically designated as tax exempt to return to that status.

The Town will continue to work with CCBF and the County on civil war, visitation and tourism activities. The Town currently works with the County's Tourism Department for brochure placement and plans to extend our partnership in the future. This is a win for all three organizations as this is the first formal place that a tourist or visitor has the opportunity to stop when entering Shenandoah County from the north for marketing and tourism materials.

Once again, the Town asks that the County consider granting Hupps Hill, LLC their 501(c)(3) status in return for a zero-cost lease for the Town for the Gateway to the Shenandoah Visitor Center and the surrounding property. We hope that you will see the value in continuing to have a Visitor Center and Museum located on I-81 as you enter Shenandoah County. The property in question is outlined in the attachment. If you have any questions, please do not hesitate to contact me at 540-465-9197 or rspitzer@strasburgva.com.

Sincerely,

Ryan Spitzer, Town Manager

**MINUTES OF MEETING OF
THE BOARD OF SUPERVISORS
August 9, 2016**

A regular meeting of the Board of Supervisors was held at 9:00am in the Board Meeting Room, 600 North Main Street, Woodstock, Virginia on August 9, 2016. The following members of the Board of Supervisors were present: Chairman Conrad A. Helsley, Vice Chairman Richard Walker, Steve Baker, Dick Neese, Cindy Bailey and Marsha Shruntz. Others present included County Administrator Mary T. Price, Assistant County Administrator Evan Vass, Finance Director Mandy Belyea, County Attorney Jason Ham and Deputy Clerk Chris Sherman.

Others in attendance included: Fire Chief Gary Yew, Director of Parks and Recreation Jered Hoover, Director of Tourism and Marketing Jenna French, Library Director Sandy Whitesides, Extension Agent Bobby Clark, Director of Emergency Communication Jason Malloy,

Chairman Helsley called the meeting to order at 9:00am.

An invocation was given by Supervisor Bailey.

Vice Chairman Walker made a Motion, seconded by Supervisor Bailey to approve the August 9, 2016 meeting agenda. **The Motion passed by a voice vote of 6-0 as follows:**
Ayes: Neese, Walker, Shruntz, Baker, Bailey and Helsley

PUBLIC COMMENTS (On new business agenda items only) - No comments were received.

CONSENT AGENDA

Vice Chairman Walker made a Motion, seconded by Supervisor Bailey to approve the Consent Agenda. **The Motion passed by a voice vote of 6-0 as follows:**
Ayes: Shruntz, Baker, Neese, Walker, Bailey and Helsley

1. Approval of Minutes – June 28, 2016 regular meeting. **(Action requested)**

PUBLIC HEARING – No public hearings were scheduled.

REPORTS/SPECIAL PRESENTATIONS

Chairman Helsley congratulated Shenandoah County Fire Chief Gary Yew on his forthcoming retirement and thanked him for 14 years of exemplary service and presented him with an engraved plaque. Chief Yew thanked him and said it has been a privilege to serve Shenandoah County and shared his appreciation to the employees of the Department of Fire and Rescue for their sacrifices ensuring the safety of the citizens of Shenandoah County.

Mr. Rob Goldsmith, President and CEO of People, Inc. provided the annual report for People Inc. ending June 2015. He stated that the report is full of data showing that the agency continues to assist the local community with housing development and renovations, business loans, workforce readiness and placement, children and family counseling and activities and tax credits. He said the new office in Woodstock will hold an open house on September 13. Vice Chairman Walker questioned if the organization coordinated with efforts by the cooperative extension as it related to personal financial planning. Mr. Goldsmith responded that he would confirm but similar relationships existed with the cooperative extension offices in other localities served by People Inc.

STAFF REPORTS and COMMENTS: Community Development Division

1. Jered Hoover, Director of Parks and Recreation gave a presentation on the recent addition of the KidzRec program to their department, previously known as Seven Bends and operated under the Department of Social Services. He said that the transition into their new office in the Government Center went smoothly with no interruption to services. He said KidzRec is a recreational before and after school program located at each elementary school. Mr. Hoover indicated that they employ 35 employees including an administrator, site directors and recreations leaders and aides. He said that revenue and enrollment numbers continue to increase with July of this year being the biggest revenue month ever at \$77,000. This program operates similar to an enterprise fund with no tax supported dollars.
2. Jenna French, Director of Tourism and Marketing indicated there is a clear difference in vacation planning in today's world versus planning in the past. She said that digital marketing and search engines have become the most popular way to plan a trip as well as the family experiences that are posted and shared on social media. She said online travel sales are predicted to reach \$762 billion by 2019 worldwide. Ms. French added that 57% of all travel reservations locally are made online. She expressed the importance of an efficient website to capture the attention of a potential consumer and allow them the opportunity to book a hotel directly from our website versus using a 3rd party which charges a fee to the hotels and cuts into the tax revenue. She indicated the new Tourism website is expected to launch in December of 2016.
Supervisor Bailey asked if there was a fee charged by the hotels to book from our website. Ms. French said the booking program itself charges an annual fee and she is hoping the savings the hotels experience by not using 3rd party booking organizations will help offset the fee and therefore boost local hotel taxes which help fund her department which would offset the annual fee. Ms. French also noted that her office has applied for a Virginia Tourism leverage grant in hopes of using those funds for related expenses for the new website.
She announced that the PBS staff has completed their filming of sites in Shenandoah County including the Ft Valley Ranch, the Shenandoah Vineyards and the Woodstock Tower. It is scheduled to air in the spring of 2017.
3. Bradley Polk, Director of Community Development indicated that eight new dwelling permits were issued in the 4th quarter of 2016 for the Code Enforcement division. He said that Ag & Forestal renewals have been advertised and are scheduled for adoption at the August 23 board meeting. Mr. Polk also indicated the Old Valley Pike overlay

district has been revised and is scheduled for discussion at the September 1 work session. He reminded the board that a Comprehensive Plan is a planning document that the state requires every locality to adopt according to State Code section 15.2-2223 and his staff has recently reviewed Chapters 5 and 8.

Supervisor Shruntz asked how communication has been between Virginia Economic Development Partnership (VEDP) and he said to help ease communications and manage resources he receives most information from the Shenandoah Valley Partnership (SVP) that is generated from the state (VEDP).

4. Sandy Whitesides, Director of the County Library shared the recent results of a study undertaken by the library of Virginia which indicated the positive influence summer reading programs have on the academic performance of children.
5. Bobby Clark, Senior Extension Agent for VCE, provided an update on the crop status in Shenandoah County. He said in spite of a few freezing nights in April and excessive rain amounts in May, county agriculture has come away slightly bruised but overall the crops remain mostly unscathed. Mr. Clark announced that new regulations regarding food safety will take place affecting the harvesters with a major effort placed on training.
6. Mandy Belyea, Director of Finance explained the attachments in her packet include carry over requests for DSS rental assistance program and re-appropriations for FY16 and FY17. She explained that Victim Witness is adding a part-time employee using federal dollars and will have no affect on the county budget. Vice Chairman Walker asked for a summary of the department budgets that ended in June with those amounts that went over and how they tie into the Budget. Chairman Helsley asked Ms. Belyea for the legal expenses associated with the School Board and Sheriff Lawsuit. Ms. Belyea reported the total legal fees were \$27,800 of which \$13,560 was reimbursed by the State Compensation Board.

OLD BUSINESS – No old business was scheduled.

NEW BUSINESS

1. Consideration of an Ordinance designating certain real property owned by Hupps Hill, LLC., as Tax Exempt.
Supervisor Baker made a Motion, Seconded by Supervisors Neese to approve the Ordinance.
Vice Chairman Walker asked Mr. Jay Neal if the LLC had executed a new rental agreement and Mr. Neal said he was not sure of the status of the agreement. Mr. Walker expressed that he has no problem allowing tax exemption for the battlefield but said that he does have hesitation with giving exemption to the LLC who provide rental income to non profits. He said that he also has distress that there are no local non-profits listed on the list of recipients that receive a donation from the foundation. He mentioned his suggestion at the public hearing that the tax burden would be less if the LLC could investigate utilizing a conservation easement.
Mr. Neal explained that the benefit locally is more about the use of the property as a Visitors Center and said Mr. Bernstein himself was passionate about the Shenandoah Valley. However, he added that the foundation is based in Washington DC and therefore

charities in that area are more likely to receive financial support. He indicated the income from rent is used to cover insurance and not to try to make a profit.

Vice Chairman Walker said he would rather postpone action until a viable rental agreement is presented with long-term arrangement and Mr. Neal said he could get the information if tabled until next month.

Supervisor Baker withdrew his Motion.

Vice Chairman Walker made a Motion, seconded by Supervisor Shruntz to postpone the Tax Exempt request to an indefinite time. The Motion to postpone was approved by a voice vote of 6-0 as follows:

Ayes: Baker, Bailey, Neese, Shruntz, Walker and Helsley.

2. Consideration of a real property tax donation to Hupps Hill, LLC.

Supervisor Baker made a Motion, seconded by Supervisor Neese to approve the donation to Hupps Hill, LLC.

Vice Chairman Walker shared his concern again about the foundation not donating to charities in Shenandoah County and noted that the foundation's failure to reapply for tax exempt status was similar to previous positions on land use taxation in that ignorance of the rules and regulations did not excuse or warrant a refund in this case.

Mr. Neal explained that the original lease was in effect during time that taxes were paid.

Chairman Helsley said that he believed they are worthy of receiving the donation because they do benefit the County by functioning as a visitors center for the benefit of tourism.

Supervisor Bailey supported Mr. Walker's statement.

The Motion to approve the donation failed by a roll call vote of 2-4 as follows:

Baker	aye	Bailey	nay
Neese	nay	Shruntz	nay
Walker	nay	Helsley	aye

3. Consideration of a proposed resolution in support of the Industrial Hemp Farming Act 2015.

Supervisor Shruntz made a Motion, seconded by Supervisor Bailey to approve the resolution.

Vice Chairman Walker explained that the state legislators have already passed 98-0 in support of industrial hemp. He informed the board that hemp is not like marijuana because if it is cross-pollinated it destroys the seed for the marijuana plant thus destroying the psychoactive properties desirable in marijuana. He said the board should support the farmers and the state legislators and move forward to giving farmers the freedom to farm.

Supervisor Neese said he prefers that farmers diversify and would support the resolution as the local Farm Bureau is supportive of it. Mr. Neese said his hesitation is that not enough research has been conducted.

Supervisor Shruntz said the agricultural community needs this resolution to move forward.

Supervisor Baker said he would support the resolution also but suggested the cost to harvest may be too great to grow on such a small scale.

Supervisor Bailey stated that the point of the resolution was to allow for farmers and others to explore the hemp market without fear of prosecution.

Chairman Helsley said he has learned a great deal about Hemp but stated even if it is legalized there will be a long road to hoe requiring specialized equipment, marketing and processing plants. He said he saw no other reasons not to support the resolution.

The Motion to approve the Resolution was approved by a voice vote of 6-0 as follows. Ayes: Bailey, Baker, Neese, Walker, Shruntz and Helsley

4. Consideration of amendments to the Shenandoah County Personnel Policy and Procedures.

Evan Vass explained that the attachments illustrate suggested amendments, however, any items requested to stay the same during the last meeting were not included in this packet.

Supervisor Baker made a Motion, seconded by Supervisor Walker to approve suggested changes to the Personnel Policy and Procedures. The Motion to approve was passed by a roll call vote of 6-0 as follows:

Baker	aye	Bailey	aye
Neese	aye	Shruntz	aye
Walker	aye	Helsley	aye

5. Consideration of a proposed resolution to withdraw from the Central Shenandoah Criminal Justice Academy and to establish membership with Skyline Regional Criminal Training Academy.

Supervisor Bailey made a Motion, seconded by Supervisor Shruntz to approve the resolution supporting withdrawal from the Central Shenandoah Criminal Justice Academy and establishing membership with the Skyline Regional Training Academy. The Motion was approved by a roll call vote of 6-0 as follows:

Shruntz	aye	Neese	aye
Baker	aye	Bailey	aye
Walker	aye	Helsley	aye

PUBLIC COMMENTS ON NON-AGENDA ITEMS (and other matters not previously the subject of a public hearing at this meeting) No comments were received.

COUNTY ATTORNEY COMMENTS - No comments were received.

BOARD MEMBERS COMMENTS

Supervisor Shruntz requested a discussion at the next work session on September 1 to include the sale of 151 acres at the Keister Property.

Chairman Helsley noted that the number of emergency calls needed to local nursing homes averages about 4.3 calls per day based on a documented statistic of 128 calls per month which shows a significant amount of time devoted to the nursing facilities in Shenandoah County. Ms Bailey requested electronic copy of these documents.

COUNTY ADMINISTRATOR COMMENTS

Mary Price reminded the board about the Joint Meeting with the School Board on August 23, 2016 at 5:00pm. in the Board Room. She said that discussion will include a presentation by HBA DeJong- Richter related to the long term facilities recommendations.

OTHER BUSINESS - No other business was discussed.

CLOSED SESSION(S)

Supervisor Walker made a Motion, seconded by Supervisor Bailey to enter into Closed Session in accordance with the following state code sections:

1. Request to enter into Closed Session in accordance with Section 2.2-3711(A)(5) of the State Code to discuss a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.
2. Request to enter into Closed Session in accordance with Section 2.2-3711(A) (7) of the State Code to consult with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel.
The subject matter of the meeting is:
 - a. Leathercraft Wonderland LLC v. Shenandoah County, et al.
 - b. Joannie C. Sullins, personal representative of the estate of Brendan Garrett Sullins v. RSW Regional Jail Authority, et al.
 - c. First Bank v. Dennis N. Muse, et al.
 - d. Marian Spinner Estate matter
3. Request to enter into Closed Session in accordance with Section 2.2-3711(A)(7) of the State Code to consult with legal counsel and be briefed by staff members or consultants about actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the County's negotiating or litigating posture.
The subject matter of the meeting and the litigation is:
 - a. Leathercraft Wonderland LLC v. Shenandoah County, et al.
 - b. Joannie C. Sullins, personal representative of the estate of Brendan Garrett Sullins v. RSW Regional Jail Authority, et al.
 - c. First Bank v. Dennis N. Muse, et al.
 - d. Marian Spinner Estate matter

Supervisor Baker made a Motion, seconded by Supervisor Bailey to return to regular session 11:55am. **The Motion was approved by a voice vote of 6-0 as follows: ayes: Neese, Bailey, Shruntz, Baker, Helsley and Walker**

Mr. Vass read the certification that all members must certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirement, under The Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting of the public body.

Members were polled to certify that only those matters identified in the above Code Section was discussed.

Bailey	aye	Helsley	aye
Baker	aye	Shruntz	aye
Neese	aye	Walker	aye

With no further business to come before the Board, the meeting was adjourned at 11:57am.

Conrad A. Helsley, Chairman

ATTEST: _____
Mary T. Price, Clerk of the Board

**Shenandoah County Board of Supervisors
RULES OF PROCEDURE**

(Adopted January 4, 2016)

Introduction

These rules of procedure were designed and adopted for the benefit and convenience of the Shenandoah County Board of Supervisors. Their purpose is to help the Board conduct its affairs in a timely and efficient manner. They incorporate the general principles of parliamentary procedure found in *Robert's Rules of Order Newly Revised* and applicable Virginia laws. The rules of procedure do not create substantive rights for third parties or participants in proceedings before the Board. Further, the Board reserves the right to amend the rules of procedure whenever a majority of the Board decides to do so. When the County Board's rules of procedure do not address a procedural issue, the Board may consider the most recent edition of *Robert's Rules of Order* for guidance. The failure of the Board to comply with the rules of procedure shall not invalidate any action of the Board. To the extent that there has been a deviation from the rules which follow, if there has been no objection by a Board member despite a reasonable opportunity to object, any such deviation shall be deemed consented to all members, and the rule in question shall be deemed suspended in that single instance.

SECTION 1 - PURPOSE AND BASIC PRINCIPLES

Section 1-1. Purpose of Rules of Procedure

- A. To enable the Shenandoah County Board of Supervisors to transact business fully, expeditiously and efficiently while affording every opportunity to citizens to witness the operations of government;
- B. To protect the rights of each individual Board member;
- C. To preserve a spirit of cooperation among Board members; and
- D. To determine the will of the Board on any matter.

Section 1-2. Basic Principles Underlying Rules of Procedure

- A. The business of the Board should proceed in the most efficient manner possible;
- B. County Board's rules of procedure should be followed consistently;

- C. County Board's actions should be the result of a decision on the merits and not a manipulation of the procedural rules;
- D. Only one subject may claim the attention of the Board at one time;
- E. Each item presented for consideration is entitled to full and free discussion;
- F. Every member has equal rights to participate and vote on all issues;
- G. Every member must have equal opportunity to participate in decision making;
- H. The will of the majority must be carried out, and the rights of the minority must be preserved; and
- I. The Board must act as a body.

SECTION 2 – MEETINGS

Section 2-1. When and Where Regular Meetings are Held

The time and place of regular meetings of the Shenandoah County Board of Supervisors (hereinafter referred to as the Board) shall be established at each organizational meeting. Meetings shall be held in the Board Room, on the first floor of the county government center, as follows:

Second and fourth Tuesday of the month, at 9:00 a.m. and 7:00 p.m. respectively, except, there will be no regular meetings in July, the second Tuesday during the month of November and on the fourth Tuesday during the month of December.

The Board may hold additional meetings at other locations and times, or may change the locations and times of regularly scheduled meetings as it deems appropriate to do so. Notice of such additional meetings or changes to the location or time of regularly scheduled meetings shall be provided to the public and the media as required by State Code. Additional meetings shall be referred to as "Additional Scheduled Meetings" and shall be approved by the Board during a meeting.

Section 2-1.1. Continued Meetings

A regular meeting shall be continued to the next regularly scheduled meeting, at the same time and place as the regular meeting if the Chairman, or Vice Chairman, if the Chairman is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members to attend the regular meeting. Such finding shall be communicated to the Board members and the press as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

Section 2-2. Special Meetings

A. The Board may hold such special meetings, as it deems necessary, at such times and places as it may find convenient; and it may adjourn from time to time. A special meeting of the Board shall be called pursuant to Section 15.2-1417 of the Code of Virginia (1950), as amended.

B. Special meetings may be called by the Chairman of the Board, or any two (2) members of the Board in writing to the Clerk of Board for the purpose stated in the notice of the special meeting. The Clerk shall forthwith notify the members of the Board of the time and place designated and the purpose of the meeting. Written notice of the special meeting shall be mailed by USPS or e-mailed 3 days prior to the meeting to each member of the Board. Only matters specified in the notice of the special meeting shall be considered unless all of the members of the Board are present.

C. Notice to the public of any special meeting shall be given contemporaneously with the notice provided to the members of the Board, the County Attorney, County Administrator and the media.

Section 2-3. Legal Holiday

When a regularly scheduled meeting falls on a legal holiday, the meeting shall be held on the following business day unless the meeting is canceled by a majority vote of the Board.

Section 2-4. Adjourned or Recessed Meetings

A. A meeting of the Board is "Adjourned" when the Board has finished its business and is bringing the meeting to a close, with the intention of holding another meeting at a later date. Generally, when a meeting of the Board is Adjourned, the next meeting of the Board is preceded by opening ceremonies. A meeting of the Board is "Recessed" when the Board takes a break between sittings and after the recess business is resumed where it left off.

B. A properly-called regular, Additional Scheduled, or special meeting may be Recessed or Adjourned to a time and place certain by a motion made and adopted by a majority of the Board in open session during the regular, additional scheduled or special meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of such a Recessed or Adjourned session of a properly called regular, Additional Scheduled or special meeting.

Section 2-5. Cancellation or Rescheduling of Meetings

A regularly scheduled meeting may be cancelled or rescheduled, in special circumstances and for the convenience of the Board, if the change would not impact an advertised public hearing or a scheduled public presentation. The Board Chairman and Vice Chairman shall agree to any such change and the remaining members of the Board shall be immediately notified of the

change and the reason therefore. If any member of the Board objects, the regularly scheduled meeting shall proceed as originally planned. In the event that no member of the Board objects, the public and the media shall be notified promptly of the change.

Section 2-6. Organizational Meeting

- A. The first meeting in January following a Board election is held and shall be known as the organizational meeting.
- B. The Chairman shall be elected at the organizational meeting for a term of one year.
- C. Following the election of the Chairman, he or she shall preside during the election of the Vice Chairman.
- D. Following the election of the Vice Chairman, the Board shall:
 - 1. Establish the dates, times and places for regular meetings; and
 - 2. Adopt its Rules of Procedure.

Section 2-7. Procedure for Election of Chairman and Vice Chairman

- A. The Chairman elected at the previous year's Organizational meeting shall preside initially during the meeting at which the Chairman is elected. Following the election of the Chairman, he or she shall preside during the election of the Vice Chairman.
 - 1. The presiding officer shall call for nominations from the Board.
 - 2. Any Board member, after being recognized by the presiding officer, may place one or more names in nomination and discuss his or her opinions on the qualifications of the nominees.
 - 3. After all nominations have been made the presiding officer shall close the nominating process and open the floor for discussion.
 - 4. After discussion the presiding officer shall call for the vote.
 - 5. The Board shall vote by roll call vote.
 - 6. Each Board member shall cast one vote for any one nominee.
 - 7. A majority of those voting shall be required to elect the Chairman or Vice Chairman. If no candidate receives such a majority in the roll call vote, the candidate receiving the lowest number of votes shall be dropped from the slate of nominees and shall be ineligible for re-nomination at that meeting.

8. This process will continue until the Chairman or Vice Chairman, as the case may be, is elected by a majority of the supervisors present and voting.

B. The Chairman and Vice Chairman shall serve for one year or until the next organizational meeting.

SECTION 3 – OFFICERS

Section 3-1. Chairman and Vice Chairman

The Chairman shall preside over all meetings of the Board at which he/she is present. The Vice Chairman serves in the absence of the Chairman. In the absence from any meeting of both the Chairman and Vice Chairman, the Board members present shall choose one of their members as temporary presiding officer.

Section 3-2. Clerk

The Clerk of the Board shall be the County Administrator appointed by the Board. (For purposes of Va. Code, § 15.2-1538, the Board's adoption of these rules shall constitute the appointment of the Clerk.) He or she shall prepare the agenda for Board meetings, shall attend all Board meetings, and shall keep an accurate record of the proceedings. The Clerk may act through one more deputies or assistants.

Section 3-3. Parliamentarian

The County Attorney shall serve as the Parliamentarian for the purpose of interpreting these Rules of Procedure and the Code of Virginia, as may be directed by the presiding officer, or as required as a result of a point of order raised by one or more Board members. If the County Attorney is unavailable, the County Administrator shall serve as the Parliamentarian.

Section 3-4. Preservation of Order

A. At meetings of the Board, the presiding officer shall preserve order and decorum. The presiding officer shall have the following powers:

1. To rule motions in or out of order, including any motion not germane to the subject under discussion or patently offered for obstructive or dilatory purposes;
2. To determine whether a speaker has become disruptive by exceeding reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
3. To entertain and answer questions of parliamentary law or procedure;

4. To call a brief recess at any time;

5. To adjourn in an emergency.

B. A decision by the presiding officer under any of the first three powers listed above may be appealed to the Board upon motion of any member. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The member making the motion need not be recognized by the presiding officer, the motion does not require a second, and the motion, if timely made, may not be ruled out of order.

SECTION 4 – AGENDA

Section 4-1. Preparation

A. The Clerk of the Board shall prepare an agenda for the regularly scheduled meetings conforming to the order of business specified in Section 5-1 entitled "Order of Business."

B. Any Board member may request that items be placed on a meeting agenda by contacting the Clerk at least six (6) days prior to the Board meeting for which they wish the item scheduled.

C. All items which are requested to be placed on the agenda and which have not been submitted within the prescribed deadline shall be placed on the following regular agenda for discussion or consideration.

D. Nothing herein prohibits the Board from adding items to the agenda, provided that such a request is in the form of a motion, voted upon by a majority of the Board.

E. Unless required by law, no item will be scheduled for a public hearing unless by unanimous consent or the vote of a majority of the Board to hold a public hearing on the item.

F. Any individual or group who wishes to address the Board during a regular meeting (outside of public comment periods) shall submit a written request to be on the agenda to the Clerk of the Board by noon on the Wednesday preceding the Board meeting. Upon receipt of such a request, the Clerk will consult with the Chairman as to whether the matter should be placed on the agenda.

Section 4-3. Delivery of Agenda

The Board meeting package, including the agenda and related materials, should be available to each member of the Board and the County Attorney the Friday prior to the Tuesday Board meeting. Delivery by electronic means is the preferable method. Any materials necessary for a closed session of the Board shall be delivered separately and shall be plainly marked "confidential."

Section 4-4. Public Access to Agenda Materials

The Clerk of the Board shall oversee posting of the agenda documents for all Board meetings on the Internet for public information as promptly as possible. Copies of the agenda will also be available in the office of the County Administrator at 600 N. Main Street, Suite 102, Woodstock, VA 22664 for public inspection. Furthermore, paper copies of agenda documents will be provided upon request in the Administration Office. Nothing in this section, however, authorizes public disclosure of materials marked “confidential” under § 4.3.

SECTION 5 -- ORDER OF BUSINESS FOR BOARD MEETINGS

Section 5-1. Order of Business

A. At regular meetings of the Board on the 2nd and 4th Tuesdays of the month, the order of business shall generally be as follows:

1. Call to Order, Invocation, Pledge of Allegiance
2. Approval or Amendment of Agenda
3. Public comment on Agenda Items (New Agenda Items Only)
4. Designation and Approval of Consent Agenda
5. Public Hearings
6. Special Presentations
7. Old Business
8. Consideration of Planning Commission Items
9. New Business
10. Public Comment on Non-Agenda Items (Other matters not previously the subject of a Public Hearing at this meeting)
11. County Attorney’s Comments
12. Board Member Comments
13. County Administrator’s Comments
14. Other Business
15. Closed Session
16. Adjournment

B. The above order of business may be modified by the Clerk of the Board to facilitate the business of the Board.

Section 5-2. Consent Agenda

A. The consent agenda may include, by way of illustration but not limitation, the following:

1. Approval of minutes.
2. Ordinances or resolutions that is routine.
3. Any item believed to be routine and not controversial in nature.
4. Any item previously discussed in an open meeting.

B. The consent agenda shall be introduced by a motion "to approve", and shall be considered by the Board as a single item.

C. There may be a short discussion of consent agenda items to answer questions or clarify a matter. There shall be no lengthy debate or discussion of a consent agenda item.

D. Upon request of any Board member, an item shall be removed from the Consent Agenda. The item shall be considered separately after adoption of the Consent Agenda.

Section 5-3. Citizen Presentations and reports

A. Every petition, communication or address to the Board shall be in respectful language and is encouraged to be in writing.

B. Public Presentations

1. Individuals or groups wishing to present at a regular Board meeting shall submit a written request to the Clerk of the Board by noon on the Wednesday prior to the regular meeting date. All requests shall be considered as provided in § 4-1(F) above.
2. Public presentations shall be for the purpose of allowing members of the public to present any matter, which deserves the attention of the Board. They shall not serve as a forum for debate with the Board.
3. Remarks shall be addressed directly to the Board and not to staff, the audience, or the media.
4. The Chairman shall open the Public Presentations and reports.
5. Each speaker shall clearly state his or her name and address.
6. Presentations placed on the agenda shall be subject to such time limitation that is respectful of the Board but allows for question, comments and discussion among the members of the Board. Time limits may be noted on the agenda (presentations made under general comment periods shall be limited to three minutes per speaker.)

7. Speakers are not permitted to donate time to other speakers.
8. There shall be no Public Presentations on a matter for which a public hearing has been or will be held.
9. Any issue raised by the public which the Board wishes to consider may be put on the agenda for a future Board meeting or work session by a majority vote.
10. Board members should not discuss issues raised by the public except by consent of a majority of the Board members present.
11. Once the Board has heard a presentation from an individual or organization on a particular subject, the individual or organization may not make another presentation on the same subject within three (3) months of the first presentation, except by a majority vote of the members of the Board present and voting.
12. The above rules notwithstanding, members of the public may present written comments to the Board or to individual Board members at any time during the meeting. Such written comments shall be submitted through the Clerk of the Board.

C. Other than as stipulated in these rules or during public hearings, no person shall be permitted to address the Board orally, except by permission of the Board, and such permission shall not be granted unless with the consent of a majority of the members of the Board present at such meeting.

D. No speaker's time shall be extended except by unanimous consent or a two-thirds (2/3) vote of the Board members present.

Section 5-4. Prohibited Conduct

- A. Persons appearing before the Board (or attending Board meetings) will not be allowed to:
1. Use profanity or vulgar language or gestures;
 2. Use language which insults or demeans any person or which, when directed at a public official or employee is not related to his or her official duties, however, citizens have the right to comment on the performance, conduct, and qualifications of public figures;
 3. Make non-germane or frivolous statements;

4. Interrupt other speakers or engage in behavior that disrupts the meeting including but not limited to applause, cheers, jeers, etc.;
5. Engage in behavior that intimidates others;
6. Address the Board on issues that do not concern the services, policies or affairs of the county.

B. The presiding officer shall preserve order and decorum at Board meetings. After consulting with the County Attorney, he or she may order the expulsion of any person for violation of these rules, disruptive behavior, or any words or action which incites violence or disorder, subject to appeal to the Board. Any person so expelled shall not be readmitted for the remainder of the meeting from which expelled. Expulsion is an extreme remedy and should not be taken lightly.

Section 5-5. Public Hearings

A. This section of the agenda shall be for public hearings as required by County, State, or Federal law, or as the Board may direct.

B. The presiding officer shall conduct all public hearings.

C. The order of public hearings is generally as follows:

1. The Chairman shall open the public hearing.
2. Hearings will typically begin with a brief presentation from a staff member and/or representative from the applicable board, authority or commission. The presentation should summarize the facts about the issue and any staff recommendation. Board members may seek clarification during the presentation.
3. The Chairman shall then solicit comments from the public, each speaker must clearly state his or her name and address. There shall be a time limit of three (3) minutes for each individual speaker.
4. Speakers are not permitted to donate time to other speakers.
5. Upon the conclusion of public comments or, the presiding officer shall close the public hearing.

D. When a public hearing has been closed by the Chairman, no further public comment shall be permitted. Board members, however, may direct questions to the applicant, the representative of the applicable board, authority, commission, committee, to a speaker, or to a staff member for clarification prior to taking any vote, if a vote is in order.

Section 5-6

Closed Meetings

A. No meeting shall become a Closed Meeting until the Board takes an affirmative record vote during the open meeting.

1. The motion shall state specifically the purpose or purposes which are the subject of the closed meeting and reasonably identify the substance of the matters to be discussed. The motion shall make specific reference to the applicable exemption(s) under the Freedom of Information Act, which authorizes the Closed Meeting.

2. Members should request the assistance of the County Attorney when making additions to the published Closed Meeting agenda.

B. No resolution, ordinance, rule, contract, regulation or motion considered in a Closed Meeting shall become effective until the Board reconvenes in an open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation or motion which shall have its substance reasonably identified in the open meeting.

C. At the conclusion of a Closed Meeting, the Board shall reconvene in open meeting immediately thereafter and shall cast a vote certifying that to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements were discussed; and;

2. Only public business matters identified in the motion convening the Closed Meeting were heard, discussed or considered.

3. Any member who believes that there was a departure from the above requirements shall so state prior to the presiding officer's call for the vote, indicating the substance of the departure that, in his or her judgment, has taken place.

D. The failure of the certification to receive the affirmative vote of the majority of the members present during the Closed Meeting shall not affect the validity or confidentiality of the Closed Meeting with respect to matters considered therein in compliance with the Freedom of Information Act.

E. The Board may permit non-members to attend a Closed Meeting if their presence would reasonably aid the Board in its consideration of an issue.

F. Individuals attending a Closed Meeting should respect the Board's decision that the subject matter is too sensitive for public discussion and should treat the Closed Meeting discussion as confidential.

SECTION 6 – RULES OF PROCEDURE FOR BOARD MEETINGS

Section 6-1. Quorum

A. As provided by Section 15.2-1415 of the Code of Virginia, a majority of the members of the Board must be present to conduct business. A quorum is a majority of the entire membership of the Board, including any vacant seats.

B. Quorum refers to the number of members present at a meeting, not the number of members voting on an issue. If no quorum is present or if a quorum is lost, the Board can only (i) Adjourn, (ii) Recess, or (iii) take steps to obtain a quorum.

C. If a quorum fails to attend any meeting, those attending may adjourn to such other time prior to the next regular meeting as they may determine and the Clerk of the Board shall enter such adjournment in the minute book of the Board and shall notify absent members thereof in the same manner as required for special meetings.

D. If the Virginia Conflict of Interests Act prevents some of the members of the Board from participating in an item of business, Sections 2.2-3112 and 15.2-1415 of the Code of Virginia provide that a majority of the remaining members of the Board shall constitute a quorum.

Section 6-2. Priority in Speaking on the Board

When two or more members of the Board wish to speak at the same time, the presiding officer shall name the one to speak.

Section 6-3. Comments, Queries of Board Members

Board members are to observe the following rules during the discussion of agenda items:

A. The Chairman shall keep discussion germane to the subject. Points of clarification shall be limited to questions only. The presiding officer shall rule other comments out of order.

B. Board members may address questions to the County Administrator or staff present at the meeting. Staff members should be at a microphone when answering Board members' questions. All legal questions should be addressed to the County Attorney.

Section 6-4. Action by the Board

A. Items of business will be considered and dealt with one at a time (except for those on the consent agenda), and a new proposal may not be put forth until action on the preceding one has been concluded.

B. When a proposal is deemed by the chairman to be perfectly clear to all present, and the proposal will not obligate the Board in any manner nor finally decide an issue before the Board, action can be taken upon the unanimous consent of the Board members present, without a motion having been introduced. However, unless agreed to by unanimous consent, all proposed actions of the Board must be approved by vote under these rules. Silence, or the lack of spoken dissent, is taken as consent.

Section 6-5. Motions

A. Informal discussion of a subject is permitted while no motion is pending.

B. Any member, including the presiding officer, may make a motion.

C. Members are required to obtain the floor before making motions or speaking, which they can do while seated.

D. A member may make only one motion at a time.

E. Except as otherwise stipulated in these rules of procedure, all motions require a second and a motion dies for lack of a second.

Section 6-6. Main Motions

A. A main motion is any motion that deals with the merits of an item of business and is within the Board's legal powers, duties and responsibilities.

B. A main motion is out of order while another substantive motion is pending.

Section 6-7. Procedural Motions

A. Procedural motions are those motions that the Board may use to "act upon" a main motion by amending it, delaying consideration of it, and so forth. Procedural motions are in order while a main motion is pending and at other times, except as otherwise noted.

B. In addition to main proposals, only the following procedural motions, and no others, are in order. Unless otherwise noted, each motion requires the floor and a second, is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption. Procedural motions are listed below in their order of priority. If a procedural option is not listed below, then it is not available.

1. To Appeal a Procedural Ruling of the Presiding Officer. A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of propriety in his remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the Board which shall decide the matter by majority decision. Such an appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer, the motion does not require a second, and the motion, if timely made, may not be ruled out of order.

2. Motion To Adjourn. At a meeting of the Board, a motion to adjourn shall always be in order, except the motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of a pending matter. The motion is not debatable and cannot be amended.

3. To Take a Brief Recess. This motion allows the Board to pause briefly in its proceedings. A motion to take a brief recess is in order at any time except when a motion to appeal a procedural ruling of the presiding officer or a motion to adjourn is pending

4. To Suspend the Rules. The Board may suspend provisions of its rules of procedure. The Board may not, however, suspend any provisions of the rules that state requirements imposed by law on the Board. For adoption, a motion to suspend the rules requires unanimous consent or an affirmative vote of two-thirds (2/3) of members present.

5. To Defer Consideration. The Board may defer action on a substantive motion to a more convenient time. The Board may use the following motions to defer consideration of a main motion:

(a) The motion to “lay on the table” is used to temporarily set aside an item of business to deal with a more urgent item. Once an item of business has been laid on the table, a motion to “take from the table” is needed to bring the item back before the public body for discussion.

(b) The motion to “postpone” delays debate on an item of business so that it may be considered at a later date. An item of business may be “postponed definitely,” when it is continued to a definite time or date or “postponed indefinitely” if no future time or date is specified in the motion. A matter that has been postponed to a certain time or day shall be brought up again automatically when that time arrives. When a matter has been postponed indefinitely it takes an affirmative vote of a majority of the Board to bring the matter back for further discussion.

(c) Section 15.2-2286 of the State Code requires that a zoning petition must be “acted upon” within a “reasonable time,” not exceeding one year. The Board may defer action on a zoning petition for consideration at a more convenient time.

However, the Board may not dispose of a zoning petition with a motion to postpone indefinitely.

6. Call the Question. The motion to call the question is not in order until every member of the Board has had an opportunity to speak once and the deliberation by the Board on an item of business has exceeded thirty (30) minutes. The motion is not amendable or debatable.

7. To Amend. Any main motion properly on the floor may be amended. An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a substitute motion. A motion may be amended no more than twice. Once a motion has been offered to the Board, it is up to the Board to decide whether or not it should be changed by amendment. It is not necessary for the person making the original motion to approve of any proposed amendment to the motion.

8. Substitute Motion. A substitute motion shall be allowed to replace any motion properly on the floor. It shall have precedence over an existing motion and may be discussed prior to being voted on. If the substitute motion fails, the former motion can then be voted on. If the substitute motion passes, the substitute motion replaces the main motion and the new main motion will be considered and acted upon by the Board. No more than one (1) substitute motion may be made. If a substitute motion passes and replaces the main motion, no further substitute motions may be made.

9. Withdrawal of Motion. A motion may be withdrawn by the introducer at any time before it is amended or before the Chairman puts the motion to a vote, whichever occurs first.

10. Motion to Reconsider. The Board may vote to reconsider its action on a matter. The motion to reconsider must be made no later than the next succeeding regular meeting of the Board and can only be made by a member who voted with the prevailing side. In the event of a tie vote on the original motion any Board member may introduce a motion to reconsider. The motion cannot interrupt deliberation on a pending matter but is in order when action on a pending matter concludes. A motion to reconsider may not be used in a land use decision involving a rezoning or a special use permit.

11. Motion to Prevent Reintroduction for Six Months. The motion shall be in order immediately following the defeat of a main motion and at no other time. The motion requires for adoption a vote of the majority of the entire membership (4) of the Board. If adopted, the restriction imposed by the motion remains in

effect for six months. As with every other procedural motion, the motion to prevent reintroduction may be dissolved by a motion to suspend the rules.

Section 6-8. Debate

A. The presiding officer shall state the motion and then open the floor to debate. The Chairman shall preside over the debate according to the following general principles:

1. The maker of the motion is entitled to speak first;
2. A member who has not spoken on the issue shall be recognized before someone who has already spoken;
3. A member of the Board may vote against his or her motion, but may not speak against his or her motion.
4. The presiding officer may participate in the debate prior to declaring the matter ready for a vote.
5. Board members shall not engage in electronic communications amongst themselves regarding a motion that is on the floor for debate.

Section 6-9. Abstentions

A. Each member of the Board who is present at a meeting is expected to vote upon all issues presented for decision unless prohibited from doing so by the Virginia Conflict of Interests Act. A member who wishes to be excused from voting shall state his or her reasons for abstaining.

B. If there is an abstention, it shall be the responsibility of the Clerk of the Board to note the abstention and the reason for abstaining for the record.

Section 6-10. Method of Voting

A. After debate, the presiding officer shall ensure that the motion is clear and call for the vote.

B. All questions submitted to the Board shall be determined by a majority vote of the members voting on any such question, unless otherwise required by special or general law. A majority is more than half.

C. An "affirmative vote" by a majority of the Board present being necessary to adopt a motion, a tie vote means that the motion, resolution or issue has been rejected.

D. In order for a motion in a zoning matter to be adopted, it must be approved by a majority of those voting.

E. All questions submitted to the Board for decision shall be decided by a vote of the Board an oral vote of "aye" or "nay". Any member may request a roll call vote. In any case, the presiding officer shall announce the results of the vote.

Section 6-11. Decisions on Points of Order

Any Board member may raise a point of order without being recognized by the presiding officer. The Chairman shall refer any point of order to the Parliamentarian. The Parliamentarian shall advise the presiding officer who shall then make a ruling on the point of order. A Board member may appeal the ruling of the presiding officer to the full Board which shall decide the matter by majority decision.

SECTION 7 -- BOARDS, AUTHORITIES, COMMISSIONS AND COMMITTEES

Section 7-1. Appointments to Boards, Authorities, Commissions, and Committees

A. Members of boards, authorities, commissions and committees shall be appointed by an affirmative vote of a majority of the members of the Board to serve specified terms as may be deemed to be appropriate by the Board.

B. Ad hoc committees, such as special task forces, may be created from time to time, for specific purposes, as determined by the Board.

SECTION 8 – GENERAL OPERATING POLICY

Section 8-1. Minutes of the Board Meetings

The minutes of the Board meetings shall reflect the official acts of the Board. They shall provide a summary of discussion and record Board votes. Minutes shall be considered for approval within a reasonable time after the meeting they record. Approved minutes constitute conclusive evidence of the events of a Board meeting.

Section 8-2. Amending the Rules of Procedure

These rules may be amended at any regular meeting, or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting. Adoption of an amendment shall require an affirmative vote of four (4) members of the Board.

Section 8-3. Special Rules of Procedure

The Board may adopt its own special rules of procedure to cover any situations that are not adequately addressed in these Rules of Procedure. Adoption of a special rule of procedure shall require an affirmative vote of a majority of a quorum of the Board.

**A RESOLUTION CONCERNING THE
BOARD OF SUPERVISORS' COMMITTEE TERMS**

Whereas, this Board has certain affiliations with subordinate, independent, or quasi-independent authorities, commissions, and boards (“Entities”), and

Whereas, from time to time, Board members are assigned or asked to serve on such Entities (“Assignments”), and

Whereas, some of these Assignments carry terms of several years, while others are for a single year, and

Whereas, in order to foster consistency among these Entities and to make Assignments in accordance with the law, Assignments are made by resolution of the Board of Supervisors and will be consistent with any applicable membership terms and any other legal requirements.

Now, therefore, be it resolved, by the Board of Supervisors of Shenandoah County, Virginia, that,

I. General.

1. Members of the Board of Supervisors of Shenandoah County shall be assigned to serve on Entities in accordance with any applicable membership terms that are prescribed by state or local law.
2. In the absence of an applicable membership term of multiple years, Assignments shall be on an annual basis.

3. Unless provided to the contrary in an Entity's charter, bylaws, contractual or other governing documents, or legal authority Board members serving by Assignment shall be voting members of the Entity.

II. Multiple-Year Terms.

4. In accordance with section 82-5 of the Shenandoah County Code, any member of the Board of Supervisors assigned to the Shenandoah County Conservation Easement Authority shall be a member and shall serve a four-year term.

Currently, **Steve Baker** serves on this authority, and his term expires on December 31, 2019

5. In accordance with Virginia Code section 42.1-35, any member of the Board of Supervisors assigned to the Shenandoah County Library Board of Trustees shall be a member and shall serve a four-year term. **Richard Walker** is assigned to serve on this board, and is filling an unexpired term which expires on December 31, 2017.

III. Single-Year Terms.

6. **Steve Baker** is assigned to be a member of the Agricultural and Forestal District Advisory Committee for a one-year term ending December 31, 2017.
7. **Richard Walker** is assigned to be member of the Community Policy and Management Team for a one-year term ending December 31, 2017.
8. **Marsha Shruntz and Conrad Helsley** are assigned to be members of the Northern Shenandoah Valley Regional Commission for a one-year term ending December 31, 2017.
9. **Cindy Bailey** is assigned to be a member of the Parks and Recreation Advisory Board for a one-year term ending December 31, 2017.

10. **Dick Neese** is assigned to be a member of the People, Inc. Board of Directors for a one-year term ending December 31, 2017.
11. **Richard Walker** is assigned to be a member of the Shenandoah County Planning Commission for a one-year term ending December 31, 2017.
12. **Conrad Helsley** is assigned to be a member of the RSW Regional Jail Authority for a one-year term ending December 31, 2017.
13. **Conrad Helsley** is assigned to be a member of the Social Services Board for a one-year term ending December 31, 2017.
14. **Dick Neese** is assigned to be a member of the Tourism Advisory Council for a one-year term ending December 31, 2017.
15. **Marsha Shruntz** is assigned to be a member of the Water Resources Advisory Committee for a one-year term ending December 31, 2017.

Resolved this 10th day of January, 2017.

Dr. Conrad A. Helsley
Chairman, Board of Supervisors

NAME	AYE	NAY	ABSTAIN	ABSENT
Cindy Bailey				
Steven A. Baker				
Conrad A. Helsley, Vice Chairman				
John Richard "Dick" Neese				
Marsha Shruntz				
Richard R. Walker				

Shenandoah County Board of Supervisors
2017 COMMITTEE ASSIGNMENTS

Effective January 2017

Agricultural & Forestal District Comm.
Steve Baker

Meetings as needed

Community Policy & Management Team
Rich Walker

Monthly Meetings/1st Wednesday - 9:00am

Conservation Easement Authority
Steve Baker

Monthly meetings/1st Wednesday - 5:00pm

Library Board of Trustees
Rich Walker

2nd Tuesday Feb, May, Aug, November - 6:00pm

Northern Shenandoah Valley Regional Commission
Marsha Shruntz; Conrad Helsley

Monthly Meetings/3rd Thursday -5:00pm

Parks and Recreation Advisory Board
Cindy Bailey

Bi-Monthly Meeting/4th Wednesday - 7:00pm

People, Inc.
Dick Neese

TBA

Planning Commission
Rich Walker

Monthly Meeting/1st Thursday - 7:00pm

RSW Regional Jail Authority
Conrad Helsley

Bi-Monthly Meetings/4th Thursday = 2:00pm

Social Services Board
Conrad Helsley

Monthly Meeting/4th Friday - 9:00am

Tourism Advisory Council
Dick Neese

Monthly Meeting/3rd Tuesday - 12 Noon

Water Resources Advisory Committee
Marsha Shruntz

Bi-Monthly Meetings/2nd Wednesday - 5:00pm

*****Meeting Dates and Times are subject to change**

SHENANDOAH COUNTY



NEWS RELEASE

Office of the County Administrator
600 N. Main Street, Suite 102 Woodstock, VA 22664
540-459-6165 FAX 540-459-6168
www.shenandoahcountyva.us

For Immediate Release

December 7, 2016

Media Contact: Tim Williams, Chief Shenandoah County Department of Fire and Rescue
540-459-6167

Shenandoah County Fire Rescue Department Deploys Emergency Staffing to Conicville Volunteer Fire Department Inc.

Woodstock, VA – Shenandoah County Department of Fire and Rescue will begin staffing the Conicville Volunteer Fire Department, Inc. starting in the evening of Wednesday, December 7, 2016. This action is in response to requests for staffing received from the volunteer membership and leadership of the department in recognition of limited volunteer resources to meet call demand in their assignments. This emergency provision of staff will provide a two person crew on 12 hour shifts between 6:00 p.m. and 6:00 a.m. Wednesday through Sunday weekly. The department will utilize existing staff resources, relying on over time compensation the remaining hours will rely on existing volunteer resources.

The action is intended to meet the immediate request and call demand. In the meantime, department leadership and volunteer leadership will work towards a more long term staffing solutions.

Conicville Volunteer Fire Department is located off of Rt. 42 (Senedo Road) between Woodstock and Basye. They are one of eleven volunteer agencies that provide fire and emergency medical services to Shenandoah County residents.

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**CONICVILLE VOLUNTEER
FIRE DEPARTMENT, INC.**

763 CONICVILLE ROAD, MT. JACKSON, VA 22842

November 17, 2016

Mary T. Price
Shenandoah County
County Administrator
600 North Main Street Suite 102
Woodstock, VA 22664

Dear Ms. Price:

Conicville Volunteer Fire Department is requesting immediate emergency staffing, 24 hours a day, 7 days a week, and 365 days a year. We have been requesting staffing since 2011, CVFD is a struggling volunteer department that is trying every mean to recruit and retain volunteers with little success. We are losing volunteers at a faster rate than we can recruit and certify them. With the fast growing demands of training being placed on us by the state, it is hard to maintain qualified personnel. Conicville's facility is ready for immediate staffing with a few minor modifications to mimic our neighboring department, Orkney Springs, to provide an environment suitable for both male and female providers.

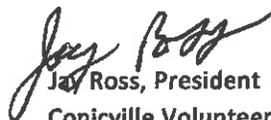
Conicville Volunteer Fire Department has been dispatched for numerous significant incidents this year that has caused a loss of life or property. For example, a 911 call initially reported to be difficulty breathing turned into a cardiac arrest after having to wait over 30 minutes for an ambulance to arrive on the scene. The providers found the patient in cardiac arrest and due to the extremely delayed response the patient did not survive. This is one example of why our request cannot be denied again. Attention to this matter needs to become a top priority. Over the past two months Conicville experienced a 70% fail rate. This has caused a strain on the rest of the system, as units from other stations have had to answer our calls as well as the emergencies in their own area.

We are constantly told that there is no money in the budget but what price is put on a person's life? It is a hard job to explain to a family why it takes more than 30 minutes to get an ambulance to the scene of a call or to get a fire truck to a fire that could have been suppressed and saved life and property. Our citizens pay the same taxes as all the other areas in the county but receive no guaranteed personnel to protect them. Again we ask what price do you put on your county citizens lives?

Respectfully submitted,



Billy Mumaw Jr., Chief
Conicville Volunteer Fire Department



Jay Ross, President
Conicville Volunteer Fire Department

**CONICVILLE VOLUNTEER
FIRE DEPARTMENT, INC.**

763 CONICVILLE ROAD, MT. JACKSON, VA 22842

November 18, 2016

Mary T. Price
Shenandoah County
County Administrator
600 North Main Street Suite 102
Woodstock, VA 22664

Dear Ms. Price:

Conicville Volunteer Fire Department had a special meeting on November 17, 2016 at 19:00. Supervisor Walker, Supervisor Baker, President Hockman, Chief Williams, and 13 members of CVFD were present at the meeting. After over an hour of discussion of potential solutions, we have exhausted all of our options within our control: therefore, we make this request. Conicville Volunteer Fire Department is requesting emergency staffing of 2 Firefighter/EMTs 5 days a week, Wednesday through Sunday from 18:00-06:00 effective immediately.

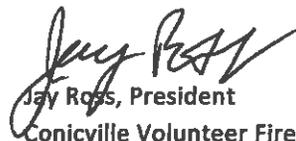
The staffing request that is dated November 17, 2016 is still accurately describing our needs for the current budget cycle. After much discussion during the meeting it was determined that the Shenandoah County Department of Fire and Rescue cannot immediately support that request due to lack of personnel. Several options were discussed during the meeting. The updated request will prevent the citizens in our response area from waiting an extended time for emergency services. It will also assist in covering second due response areas that are not staffed with SCFR providers during those time frames. CVFD understands that this request will lead to overtime until additional providers can be hired to support the full staffing request of 24/7/365. While this may be a large expense, it is unacceptable for the citizens in our response area to continue waiting extended amounts of times to receive emergency services.

Your immediate action on this matter is greatly appreciated.

Respectfully submitted,



Billy Mumaw Jr., Chief
Conicville Volunteer Fire Department Inc.



Jay Ross, President
Conicville Volunteer Fire Department Inc.

922 ORKNEY GRADE
PO BOX 374
BASYE, VA 22810



www.osfr.org
540-856-2990

November 2016

Shenandoah County Board of Supervisors

Dick Neese, Steven Baker, Richard Walker, Cindy Bailey, Marsha Shruntz, Dr. Conrad Helsley

Shenandoah County Administrator Price

Shenandoah County Fire Rescue Chief Paul Williams

Orkney Springs Fire and Rescue Inc. in the south western corner of Shenandoah County, responds to roughly 62 square miles of Resorts, Wildland Urban Interface Communities, Timberland, and Farmland, with a population around 7000 -10000 persons, dependent upon the seasons. We have a moderate but shrinking membership that answers above 400 calls per year. Orkney Springs houses the Southern Swift Water Rescue Cache, Technical Rope Rescue, ATV Cache, 2) EMS transports, Engine, and Tanker response units. We have an active Inspection and Preplan System as well as Fire and EMS Prevention Program that has kept our call volume at bay for the last 5 years. Keeping in mind that we have been utilizing Shenandoah County Career Staff in these programs due to Volunteers not having the time to commit because there is no local business infrastructure. (Volunteers must travel for work)

Orkney Springs has not come before the Board asking for anything other than assistance in 24/7 help to answer calls in our first due in accordance with the County Agreement signed into action In June 2006 by Orkney Springs Fire and Rescue Chief Miller and President Moomaw, Shenandoah County Fire Rescue Chief Yew, Shenandoah County Administrator Poling, and Shenandoah County Board Chairperson Morris respectfully. Orkney Springs has followed this legally binding agreement between the county and the agency to the letter. Orkney Springs has exhausted its membership resources to comply with Section V. C. 1, of the agreement and has implemented Section V. C. 2, with Shenandoah County Fire Rescue, County Administration, Conicville Fire Department, and Supervisors Neese and Baker, in July 2015. This in no way was direct assistance from the Board of Supervisors but a collaboration through the county agreement to get calls answered in the Western corridor of Shenandoah County.

For the last 5 years Orkney Springs Fire and Rescue has come to the Board of Supervisors asking for 24/7 help. For the last 5 years we have been denied by you The Board. The only assistance given to us was 10 hour daylight persons every other week sharing with Conicville Fire Department in 2013-2015 per the agreement, then last year in June Woodstock Rescue Squad hired their own staff which freed up 2 extra SCFR staff. At this point we entered into meetings with SCFR, CVFD, Administration, and Supervisor Neese and Baker respectfully within their territories. An agreement was met to house 24/5 the SCFR career staff at OSFR to respond to all calls in CVFD and OSFR first dues and surrounding agencies as needed. Understanding that this is just a temporary fix to the issues we have, OSFR has continued to asked for 24/7 assistance.

OSFR is in the understanding that Board of Directors are in talks again with Conicville Fire Department currently to solve their response issues. OSFR feels we should be in these talks due to the fact we have yet to date received 24/7 assistance and can prove that Conicville has their own needs that need to be addressed separately by the County Board of Supervisors. At this time OSFR is requesting to complete our 24/7 staffing with 2 more personnel and give assistance to Conicville with staffing as their leadership sees fit with Chief Williams. There are only so many ways to ask for the same assistance needed for the last 5 years. You as Supervisors are not the faces the public sees on the street running fire and rescue and don't have to live with the ridicule and repercussions of the loss of love ones and property where they live.

Orkney Springs Fire and Rescue CO18