

DAMASCUS TOWN COUNCIL
Minutes for January 2, 2024
7:00pm Regular Called Council Meeting

Council Members Present: Susan Coleman, Beaty Jackson, Charles Fields, Robert Kemmerlin, and Jack McCrady

Absent: Tom Hayes

Also Present: Katie Lamb, Mayor Tuesday Pope, Town Clerk
 Gavin Blevins, Town Manager Kermit Turner, Police Chief

7:00pm: Mayor Lamb called the meeting to order and led the Pledge of Allegiance; Ms. Coleman gave the invocation.

Mayor Lamb asked for approval of the December 4, 2023, Regular Called Council Meeting Minutes as presented.

- Mr. McCrady made a motion to approve the Minutes, with an amendment to strike the Mayor's comments regarding the Planning Commission appointment. Ms. Coleman 2nd the motion, which passed (3-2, with Jackson and Fields opposed).

Mayor Lamb asked for approval of the agenda, as presented.

- Mr. McCrady made a motion to approve the agenda. Ms. Coleman 2nd the motion, which passed (5-0).

Committee and Employee Appointments and Re-Appointments

Mayor Lamb presented the following recommendations for Council approval:

- Mr. McCrady made a motion to approve the following appointments and re-appointments, as recommended. Mr. Jackson 2nd the motion, which passed (5-0).

Town of Damascus 2024 Appointed Committees, Officials & Employees
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<u>Elected Officials</u>	<u>Term ending</u>
Katie Lamb – Mayor	12/31/2024
Susan Coleman – Council	12/31/2024
Tom Hayes – Council	12/31/2024
Beaty Jackson – Council	12/31/2024

Robert Kemmerlin – Council	12/31/2024 (<i>appointed 12/4/2023</i>)
Charles Fields – Council	12/31/2026
Jack McCrady – Vice-Mayor	12/31/2026

Budget, Finance, and Administration

(3 Council Members, Appointed
by the Mayor Each Year)

Beaty Jackson
Robert Kemmerlin
Jack McCrady - *Chair*

Public Works

(3 Council Members, Appointed
by the Mayor Each Year)

Susan Coleman
Robert Kemmerlin
Jack McCrady – *Chair*

Parks and Recreation / Trail Days

(7 Members, 4yr Terms, Appointed
by the Mayor, 1 Council Member and 1 Admin)

Beaty Jackson – *Chair*
Julie Kroll – *Recreation Program Director*
Tuesday Pope – *Admin*
Susan Coleman 12/31/2024
Robert Hagen 12/31/2024
Yvonne Kemmerlin 12/31/2024
Bryan Bryant 12/31/2027

Police & Fire Advisory Committee

(3 Council Members and Department Head,
Appointed by the Mayor Each Year)

Charles Fields
Tom Hayes – *Chair*
Beaty Jackson
Kermit Turner – *Police Chief*

Planning Commission

(7 Members, 4yr Terms, Rec. by P.C.,
Appointed by Council, with 1 Council Member)

Tony Bebber - *Chair* 12/31/2024
Hilary Greenberg 12/31/2024
Elizabeth McCartin 12/31/2024
Brian Schmidt 12/31/2024
Jack McCrady - *Council* 12/31/2026
vacant 12/31/2027
vacant 12/31/2027

* ***Vacancy appointments tabled until the February Council meeting.***

Board of Zoning Appeals
(5yr Terms, Rec. by Council, App. by a Judge,
with 1 Planning Commission Member)

Doug Carpenter	7/31/2024
John Coleman – <i>Secretary</i>	7/31/2025
David Atwood - <i>Chair</i>	7/31/2026
Elizabeth McCartin – <i>(P.C.)</i>	7/31/2027
vacant	7/31/2028

* ***Vacancy appointment tabled until the February Council meeting.***

Damascus Health Center Commission
(5yr Terms)

John Henderson	12/31/2024
Janice Donovan	12/31/2025
Beaty Jackson	12/31/2025
Sean Albro	12/31/2026
Michele Chesser	12/31/2026
Jim Bishop	12/31/2028
Stuart Wright – <i>Chair</i>	12/31/2028

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- Mr. McCrady made a motion to approve the following re-appointments, as recommended. Mr. Fields 2nd the motion, which passed (5-0).

Appointed Officials

Town Manager	Gavin Blevins, M.R.P.D.C.
Legal Counsel	Lucy E. Phillips, PLLC
Police Chief	Kermit Turner
Town Clerk	Tuesday Pope
Town Treasurer	Shawna Cook
Zoning Administrator	Gavin Blevins, M.R.P.D.C.
Auditor	Owens CPA & Associates PC
Accountant	Lawhorn CPA Group
Engineers	Appalachian Technical Svcs.
Town Historian	<i>vacant</i>
Mt. Rogers Planning District	Mayor Lamb

Town Departments & Employee Listing

ALL TOWN EMPLOYEES ARE PAID ON AN HOURLY WAGE BASIS.

<u>Town Hall - Administration</u>	<u>Position Held</u>
1. Shawna Cook	Town Treasurer
2. Tuesday Pope	Town Clerk
3. Julie Kroll	Recreation Program Director
4. Marty Berry	Code Enforcement Officer – <i>Part Time</i>
<u>Public Works Department</u>	
5. Eduardo Arias	Public Works
6. Ralph Lane	Public Works
7. Trish Parris	Custodian - <i>Part Time</i>
8. Scott Shifflett	Public Works
<u>Police Department</u>	
9. Kermit Turner	Police Chief
10. Shawn Price	Patrol Officer
11. Jackie Thurston	Patrol Officer
12. Don Wagner	Lieutenant

Committee Reports

Budget, Finance, and Administration:

Town Treasurer, Shawna Cook, submitted the following report for the previous month:

Real Estate & Personal Property Taxes: *The collection rate for 2023 Real Estate taxes is at 93.75%, 2022 Real Estate collection rate is at 95.82% and the collection rate for 2022 Personal Property is at 83.00%. These numbers are from Citipak. At this time, no collection rate reports are available from Accufund, as they are still being created and loaded into the system.*

Meals & Lodging Tax: *\$10,050.26 in Meal Taxes and \$2,749.88 in Lodging Taxes were collected for December 2023. These figures are combined from entries in Citipak and Accufund, as we are still in conversion.*

Town of Damascus Virginia Investment Pool (VIP)	Account Balance	FYTD Income	Inception Date
RESERVE FUND	\$57,645.38	\$1,479.73	08/11/2017
EARMARK POLICE VEHICLE	\$19,334.74	\$466.49	04/04/2018
SEWER FUND CD	\$28,022.22	\$719.27	11/26/2018
ANTHEM RECOVERY	\$46,833.79	\$1,202.25	12/21/2018

ADDITIONAL WORKING CAPITAL	\$1,832.95	\$47.04	08/08/2019
TRAIL DAYS RESERVE	\$7,946.92	\$203.95	05/14/2020
TOD ARPA 2021	\$652,940.12	\$17,025.43	06/29/2021
VIP Stable NAV Liquidity Pool	\$814,556.12	\$21,144.16	

**as of December 21, 2023*

Due to software issues, the complete report for all account balances shown below will be available at a later date. This report is combined totals from Citipak and Accufund:

Cash Balance Report			
Period Ending: 12/21/2023			
Bank:	GENERAL FUND CHECKING		
	Account	Account Balance	
	10-101-01	1,613.63	
	30-101-01	0.00	
	50-101-01	0.00	
Total For:	GENERAL FUND CHECKING		1,613.63
Bank:	ARPA Fund Checking		
	Account	Account Balance	
	10-101-21	100.00	
Total For:	ARPA Fund Checking		100.00
Bank:	The Bank Of Damascus		
	Account	Account Balance	
	10-101-22	244,214.64	
	Accufund:	49,546.65	
Total for:	The Bank of Damascus		293,761.29
Bank:	BOM CDBG ARC Downtown		
	Account	Account Balance	
	10-101-23	478.70	
Total For:	BOM CDBG ARC Downtown		478.70
Bank:	BOM CDBG PROGRAM INCOME		
	Account	Account Balance	
	50-101-24	13,548.82	
Total For:	BOM CDBG PROGRAM INCOME		13,548.82
Total Cash Balance:			309,502.44

Announcements:

2023 second half real estate and personal property bills are now at our printing company. Expected mail date is January 3, 2024. There is a chance that the bills will not go out in time to meet the legal requirements under the Code of Virginia. The council may want to consider another due date extension to prevent this potential outcome.

- Mr. Jackson made a motion to extend the tax due date again, without penalty or interest, until February 9, 2024. Mr. McCrady 2nd the motion, which passed (5-0).

If the Council wishes to continue to have a \$50,000 line of credit with the Bank of Marion, it will require a vote for approval.

- Ms. Coleman made a motion to renew the Town's line-of-credit with the Bank of Marion. Mr. Jackson 2nd the motion, which passes (5-0).

The Council discussed the Town Hall being closed to the public on Wednesdays. This was proven to be beneficial to the administrative employees in 2023, and they recommend continuing in 2024.

- Ms. Coleman made a motion to continue Town Hall being closed to the public on Wednesdays, as recommended. Mr. Jackson 2nd the motion, which passed (5-0).

Streets, Lights and Maintenance:

Mr. McCrady reported that the department has been busy taking down Christmas decorations, brush pick-up, cutting downed trees, ect. The department is still down to two employees because one is out on leave, and we are advertising hiring a temporary part-time employee. We need to build some equipment sheds and storage buildings at the Maintenance building. There was a tailgate malfunction with the Dodge and damage has occurred.

Parks and Recreation:

Mr. Jackson reported that several students from Holston High School came to work on some volunteer projects before Christmas and were a great help spreading mulch at the playground. We are still advertising hiring a pool co-manager for the 2024 season.

Planning Commission:

Nothing to report at this time.

Police and Fire Advisory:

Mr. McCrady presented the following report for the previous month, as submitted by Chief Turner:

Operations:

December 2023, Damascus Officers had 93 calls for service. We have taken 15 investigative reports and made 12 arrests. We had 1 reportable accident.

Arrests are as follows: Warrant Service 2, Shoplift 10.

Traffic Enforcement Activities:

We issued 13 citations along with 10 warnings.

Speeding complaint areas include:

No new complaints.

Special Report:

Officer Thurston's vest has been ordered and should be here soon.

Special Notes:

2023 Year to date information:

188 Investigative Reports

95 Arrests

153 total summonses.

Police Vehicles: Nothing new currently. We are still waiting to hear from Sheehy Ford on the delivery.

Auxiliary: Nothing new currently.

Incident Case Status Totals by Offense
Damascus Police Department
(12/01/2023 - 12/31/2023)

Offense:	Active:	Active TOT O/A:	Inactive:	Inactive WOF:	Closed Service:	Closed Except.:	Closed Arrest:	Adult Arrest:	Juvenile Arrest:	Adu./Juv. Arrest:	Unfld.:	Rpted.:	Actual:
18.2-456 - Capias: Attachment of the Body	0	0	0	0	0	0	1	1	0	0	0	1	1
23C - Shoplifting	1	0	0	0	0	0	5	5	0	0	0	6	6
23H - All Other Larceny	2	0	0	0	0	0	0	0	0	0	0	2	2
290 - Destruction/Damage/Vandalism of Property	1	0	0	0	0	0	0	0	0	0	0	1	1
90Z - All Other Offenses	0	0	2	0	1	1	1	5	0	0	0	5	5
Totals:	4	0	2	0	1	1	7	11	0	0	0	15	15

Citation Totals by Charge
Damascus Police Department
(12/01/2023 - 12/31/2023)

Charge:	Number of Charges:
46.2-1158 - EXPIRED STATE STATE INSPECTION	1
46.2-300 - NO DRIVERS LICENSE	2
46.2-613 - Expired thirty day tag / Improper Registration	1
46.2-646 - EXPIRED REGISTRATION	1
46.2-707 - DRIVING WITHOUT INSURANCE	1
46.2-862 - RECKLESS DRIVING (SPEED) 20 OVER 25 OVER IN 35 ZONE	1
46.2-874 - SPEEDING 25 MPH ZONE	5
46.2-875 - SPEEDING 35 MPH ZONE	1
Total:	13

Arrest Race/Sex Totals by Offense
Damascus Police Department
(12/01/2023 - 12/31/2023)

Primary Offense:	White Male:	Black Male:	Indian Male:	Asian/Pac. Isl. Male:	White Female:	Black Female:	Indian Female:	Asian/Pac. Isl. Female:	Juven.:	Adult:	Resd.:	NonRes.:	Arrests:
23C - Shoplifting	10	0	0	0	0	0	0	0	0	10	0	10	10
18.2-456 - Capias: Attachment of the Body	0	0	0	0	1	0	0	0	0	1	0	1	1
90Z - All Other Offenses	0	0	0	0	1	0	0	0	0	1	0	1	1
Totals:	10	0	0	0	2	0	0	0	0	12	0	12	12

Also, the following is the 2023 year-end statistics report, as submitted by Chief Turner:

Arrest Race/Sex Totals by Offense

Damascus Police Department

(01/01/2023 - 12/31/2023)

Primary Offense:	White Male:	Black Male:	Indian Male:	Asian/ Pac. Isl. Male:	White Female:	Black Female:	Indian Female:	Asian/ Pac. Isl. Female:	Juven.:	Adult:	Resd.:	NonRes.:	Arrests:
13B - Simple Assault	2	0	0	0	2	0	0	0	0	4	3	1	4
23C - Shoplifting	13	0	0	0	6	0	0	0	0	19	5	14	19
23F - Theft From Motor Vehicle	1	0	0	0	0	0	0	0	0	1	1	0	1
23H - All Other Larceny	1	0	0	0	1	0	0	0	0	2	1	1	2
240 - Motor Vehicle Theft	1	0	0	0	0	0	0	0	0	1	1	0	1
18.2-186.3 - Identity Theft	0	0	0	0	1	0	0	0	0	1	0	1	1
26A - False Pretenses/Swindle/Confidence Game	1	0	0	0	0	0	0	0	0	1	0	1	1
290 - Destruction/Damage/Vandalism of Property	0	0	0	0	1	0	0	0	0	1	1	0	1
35A - Drug/Narcotic Violations	3	0	0	0	0	0	0	0	0	3	2	1	3
90D - Driving Under the Influence	4	0	0	0	0	0	0	0	0	4	0	4	4
90E - Drunkenness	3	0	0	0	2	0	0	0	0	5	4	1	5
90J - Trespass of Real Property	2	0	0	0	1	0	0	0	0	3	2	1	3
18.2-456 - Capias: Attachment of the Body	4	0	0	0	4	0	0	0	0	8	6	2	8
18.2-479.1 - Resisting Arrest	2	0	0	0	0	0	0	0	0	2	2	0	2
90Z - All Other Offenses	34	0	0	0	6	0	0	0	0	40	30	10	40
Totals:	71	0	0	0	24	0	0	0	0	95	58	37	95

Citation Totals by Charge

Damascus Police Department

(01/01/2023 - 12/31/2023)

Charge:	Number of Charges:
18.2-103 - Petit Larceny	2
18.2-119 - Trespassing	1
46.2-1003 - defective equipment	2
46.2-1157 - FAILURE TO HAVE VEHICLE INSPECTED	1
46.2-1158 - EXPIRED STATE STATE INSPECTION	5
46.2-300 - NO DRIVERS LICENSE	7
46.2-301 - REVOKED/SUSPENDED	5
46.2-328 - NO ENDORSEMENT	2
46.2-600 - fail to obtain registration	1
46.2-613 - Expired thirty day tag / Improper Registration	6
46.2-646 - EXPIRED REGISTRATION	8
46.2-707 - DRIVING WITHOUT INSURANCE	2
46.2-711 - Improper registration	2
46.2-802 - FAIL TO DRIVE RIGHT OF HIGHWAY	2
46.2-816 - follow to close	1
46.2-821 - FAILURE TO STOP AT A STOP SIGN	2
46.2-826 - FAIL TO YIELD WHEN ENTERING HWY	1
46.2-830 - fail to obey highway sign	2
46.2-852 - reckless driving	4
46.2-862 - RECKLESS DRIVING (SPEED) 20 OVER 25 OVER IN 35 ZONE	4
46.2-874 - SPEEDING 25 MPH ZONE	70
46.2-875 - SPEEDING 35 MPH ZONE	23
Total:	153

Incident Case Status Totals by Offense

Damascus Police Department

(01/01/2023 - 12/31/2023)

Offense:	Active:	Active TOT O/A:	Inactive:	Inactive WOF:	Closed Service:	Closed Except.:	Closed Arrest:	Adult Arrest:	Juvenile Arrest:	Adu./Juv. Arrest:	Unfld.:	Rpted.:	Actual:
100 - Kidnapping	1	0	0	0	0	0	0	0	0	0	0	1	1
11A - Rape	0	0	0	0	0	1	0	1	0	0	0	1	1
13B - Simple Assault	0	0	0	0	1	1	5	7	0	0	0	7	7
18.2-186.3 - Identity Theft	1	0	1	0	1	0	0	1	0	0	0	3	3
18.2-371.1 - Child Abuse/Child Endangerment	0	0	0	0	0	0	0	0	0	1	1	1	0
18.2-456 - Capias: Attachment of the Body	0	0	0	0	0	0	7	6	0	0	0	7	7
18.2-479.1 - Resisting Arrest	0	0	0	0	0	0	3	2	0	0	0	3	3
220 - Burglary/Breaking & Entering	2	0	0	0	0	0	0	0	0	0	0	2	2
23C - Shoplifting	9	0	1	0	2	3	17	22	0	0	1	33	32
23D - Theft From Building	4	0	0	0	0	0	0	0	0	0	0	4	4
23E - Theft From Coin-Operated Machine or Device	0	0	0	0	0	0	2	2	0	0	0	2	2
23H - All Other Larceny	7	0	0	0	0	1	4	6	0	1	2	15	13
240 - Motor Vehicle Theft	1	0	0	0	0	1	1	3	0	0	1	4	3
26A - False Pretenses/Swindle/Confidence Game	0	0	0	0	0	0	1	1	0	0	0	1	1
26B - Credit Card/Automated Teller Machine Fraud	4	0	0	0	1	0	0	1	0	0	0	5	5
290 - Destruction/Damage/Vandalism of Property	4	0	3	0	0	0	5	5	0	0	1	13	12
35A - Drug/Narcotic Violations	1	0	0	0	0	0	10	10	0	0	0	11	11
35B - Drug Equipment Violations	0	0	0	0	0	0	2	2	0	0	0	2	2
520 - Weapon Law Violations	1	0	0	0	0	0	1	1	0	0	0	2	2
90C - Disorderly Conduct	0	0	0	0	0	0	1	1	0	0	0	1	1
90D - Driving Under the Influence	0	0	0	0	0	0	4	1	0	0	0	4	4
90E - Drunkenness	0	0	1	0	0	0	5	3	0	0	0	6	6

Damascus Volunteer Fire Department

Chief Turner presented the following report for the previous month's activities:

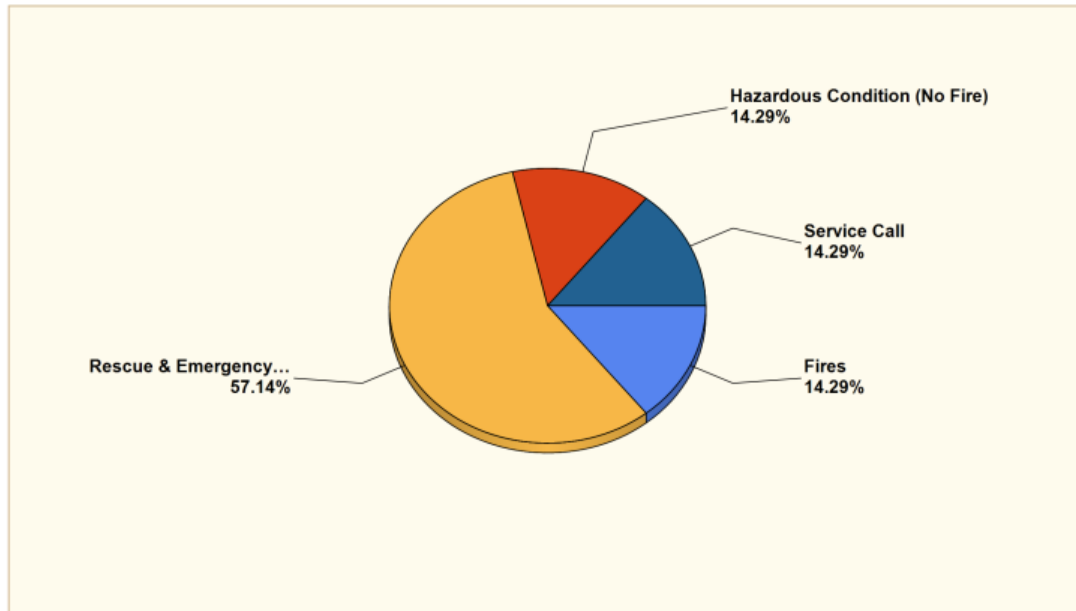
Damascus Fire Department

Damascus, VA

This report was generated on 1/1/2024 2:52:41 PM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 12/01/2023 | End Date: 12/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	1	14.29%
Rescue & Emergency Medical Service	4	57.14%
Hazardous Condition (No Fire)	1	14.29%
Service Call	1	14.29%
TOTAL	7	100%

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	14.29%
300 - Rescue, EMS incident, other	1	14.29%
320 - Emergency medical service, other	1	14.29%
324 - Motor vehicle accident with no injuries.	2	28.57%
460 - Accident, potential accident, other	1	14.29%
541 - Animal problem	1	14.29%
TOTAL INCIDENTS:	7	100%

Personnel Hours for Incidents for Date Range (Not Payroll Related)

Start Date: 12/01/2023 | End Date: 12/31/2023

PERSONNEL	TIME SPENT ON INCIDENTS (Hours:Minutes Dispatched to Cleared Scene)
Campbell, Candace	2:27
Campbell, Dalton	4:38
Campbell, Wendy	1:49
Doss, Brady	3:58
Johnson, Michael	9:55
Justice, Jason	1:49
Norris, Ralph	0:42
Reedy, Tony Mitchell	0:42
Richey, Jordan	4:46
Turner, Kermit	7:37
Turner, Walter B	2:55
Widener, Alex	1:49
Widener, Bailey	1:49
Total:	44:55

Incident Statistics

Zone(s): All Zones | Start Date: 12/01/2023 | End Date: 12/31/2023

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		4	
FIRE		3	
TOTAL		7	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
TOTAL			
PRE-INCIDENT VALUE		LOSSES	
\$0.00		\$0.00	
CO CHECKS			
TOTAL			
MUTUAL AID			
Aid Type		Total	
Aid Given		1	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
0		0	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 1400	0:12:45	0:17:15	
AVERAGE FOR ALL CALLS		0:14:33	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Station 1400	0:05:18	0:07:22	
AVERAGE FOR ALL CALLS		0:05:59	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Damascus Fire Department		48:17	

Response Percentage per Station per Personnel for Incident Types for Personnel

Personnel: All Personnel | Incident Type(s): All Incident Types | Start Date: 12/01/2023 | End Date: 12/31/2023

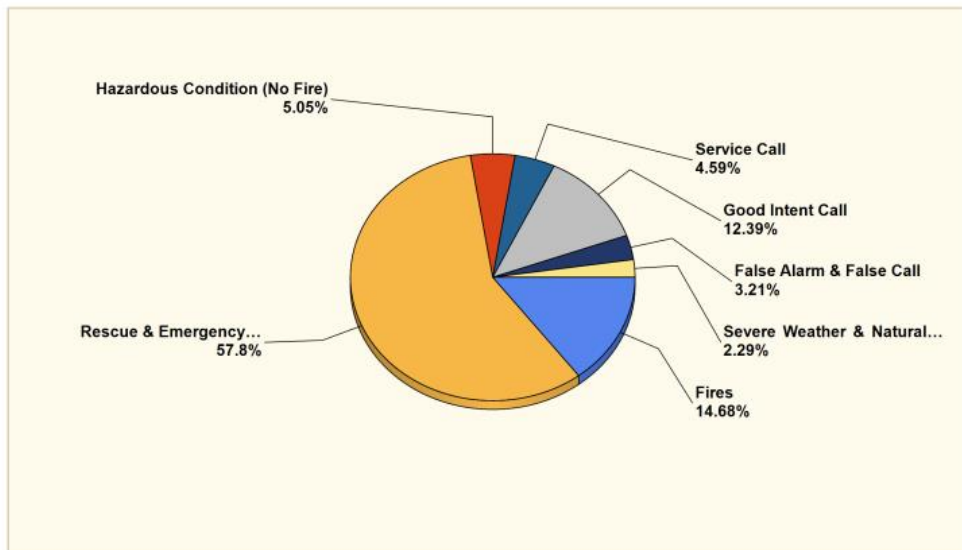
Personnel	Calls Attended	% of Calls for Selected Incident Types
Station: Station 1400		
Campbell, Candace	3	42.9%
Campbell, Dalton	2	28.6%
Campbell, Wendy	2	28.6%
Doss, Brady	1	14.3%
Hicks, Emilee	1	14.3%
Hicks, Noah	1	14.3%
Johnson, Michael	6	85.7%
Jones, Andrew	1	14.3%
Jones, Dave	2	28.6%
Justice, Jason	1	14.3%
Norris, Ralph	1	14.3%
Reedy, Tony Mitchell	1	14.3%
Richey, Jordan	5	71.4%
Turner, Kermit	4	57.1%
Turner, Walter B	6	85.7%
Widener, Alex	2	28.6%
Widener, Bailey	1	14.3%
Total Incidents for Station Station 1400	7	

Total Incidents for all Stations 7

Also, the following is the 2023 year-end report, as submitted by Chief Turner:

Breakdown by Major Incident Types for Date Range

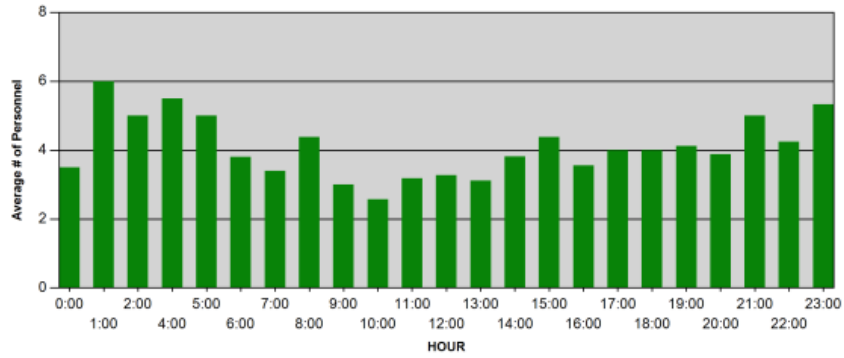
Zone(s): All Zones | Start Date: 01/01/2023 | End Date: 12/31/2023



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	32	14.68%
Rescue & Emergency Medical Service	126	57.8%
Hazardous Condition (No Fire)	11	5.05%
Service Call	10	4.59%
Good Intent Call	27	12.39%
False Alarm & False Call	7	3.21%
Severe Weather & Natural Disaster	5	2.29%
TOTAL	218	100%

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	2	0.92%
111 - Building fire	4	1.83%
112 - Fires in structure other than in a building	1	0.46%
113 - Cooking fire, confined to container	1	0.46%
121 - Fire in mobile home used as fixed residence	1	0.46%
131 - Passenger vehicle fire	6	2.75%
137 - Camper or recreational vehicle (RV) fire	1	0.46%
140 - Natural vegetation fire, other	2	0.92%
141 - Forest, woods or wildland fire	4	1.83%
142 - Brush or brush-and-grass mixture fire	3	1.38%
143 - Grass fire	1	0.46%
150 - Outside rubbish fire, other	2	0.92%
151 - Outside rubbish, trash or waste fire	4	1.83%
300 - Rescue, EMS incident, other	1	0.46%
311 - Medical assist, assist EMS crew	50	22.94%
320 - Emergency medical service, other	2	0.92%
321 - EMS call, excluding vehicle accident with injury	1	0.46%
322 - Motor vehicle accident with injuries	19	8.72%
324 - Motor vehicle accident with no injuries.	40	18.35%
341 - Search for person on land	10	4.59%
350 - Extrication, rescue, other	1	0.46%
360 - Water & ice-related rescue, other	1	0.46%
363 - Swift water rescue	1	0.46%
400 - Hazardous condition, other	1	0.46%
440 - Electrical wiring/equipment problem, other	1	0.46%
444 - Power line down	6	2.75%
445 - Arcing, shorted electrical equipment	1	0.46%
460 - Accident, potential accident, other	2	0.92%
520 - Water problem, other	1	0.46%
531 - Smoke or odor removal	1	0.46%
541 - Animal problem	1	0.46%
551 - Assist police or other governmental agency	6	2.75%
553 - Public service	1	0.46%
600 - Good intent call, other	2	0.92%
611 - Dispatched & cancelled en route	13	5.96%
622 - No incident found on arrival at dispatch address	4	1.83%
631 - Authorized controlled burning	1	0.46%
651 - Smoke scare, odor of smoke	7	3.21%
700 - False alarm or false call, other	3	1.38%
715 - Local alarm system, malicious false alarm	1	0.46%
733 - Smoke detector activation due to malfunction	1	0.46%
745 - Alarm system activation, no fire - unintentional	2	0.92%
813 - Wind storm, tornado/hurricane assessment	5	2.29%
TOTAL INCIDENTS:	218	100%

Average Number of Responding Personnel per Hour for Date Range
 Start Date: 01/01/2023 | End Date: 12/31/2023



Hour	Avg. # Personnel
00:00 - 00:59	3.50
01:00 - 01:59	6.00
02:00 - 02:59	5.00
04:00 - 04:59	5.50
05:00 - 05:59	5.00
06:00 - 06:59	3.80
07:00 - 07:59	3.40
08:00 - 08:59	4.38
09:00 - 09:59	3.00
10:00 - 10:59	2.57
11:00 - 11:59	3.18
12:00 - 12:59	3.27
13:00 - 13:59	3.11
14:00 - 14:59	3.82
15:00 - 15:59	4.38
16:00 - 16:59	3.56
17:00 - 17:59	4.00
18:00 - 18:59	4.00
19:00 - 19:59	4.12
20:00 - 20:59	3.88
21:00 - 21:59	5.00
22:00 - 22:59	4.25
23:00 - 23:59	5.33

Incident Statistics

Zone(s): All Zones | Start Date: 01/01/2023 | End Date: 12/31/2023

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		126	
FIRE		92	
TOTAL		218	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
TOTAL			
PRE-INCIDENT VALUE		LOSSES	
\$0.00		\$0.00	
CO CHECKS			
TOTAL			
MUTUAL AID			
Aid Type		Total	
Aid Given		10	
Aid Received		18	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
21		9.63	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 1400	0:15:47	0:17:41	
AVERAGE FOR ALL CALLS		0:15:56	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Station 1400	0:05:50	0:06:38	
AVERAGE FOR ALL CALLS		0:05:53	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Damascus Fire Department		66:56	

Personnel Hours for Incidents for Date Range (Not Payroll Related)

Start Date: 01/01/2023 | End Date: 12/31/2023

PERSONNEL	TIME SPENT ON INCIDENTS (Hours:Minutes Dispatched to Cleared Scene)
Barr, Derek	3:51
Belcher, Emalee	6:14
Berry, Austin	1:55
Campbell, Candace	167:36
Campbell, Dalton	80:43
Campbell, Wendy	85:11
Doss, Brady	34:10
Faust, Hunter	20:31
Hand, Herman	1:20
Hicks, Emilee	13:10
Hicks, Noah	14:10
Hurd, Claire	2:03
Johnson, Michael	213:04
Jones, Andrew	26:21
Jones, Dave	60:27
Justice, Jason	36:48
Minton, Jared	4:36
Norris, Ralph	8:47
Phipps, Michael	35:31
Reedy, Tony Mitchell	8:35
Reid, Michael D	2:45
Richey, Jordan	63:15
Turner, Kermit	196:00
Turner, Walter B	193:12
Widener, Alex	131:04
Widener, Anthony	13:54
Widener, Bailey	1:49
Total:	1427:02

Response Percentage per Station per Personnel for Incident Types for Personnel

Personnel: All Personnel | Incident Type(s): All Incident Types | Start Date: 01/01/2023 | End Date: 12/31/2023

Personnel	Calls Attended	% of Calls for Selected Incident Types
Station: Station 1400		
Barr, Derek	3	1.4%
Belcher, Emalee	12	5.5%
Berry, Austin	2	0.9%
Campbell, Candace	138	63.3%
Campbell, Dalton	69	31.7%
Campbell, Wendy	66	30.3%
Doss, Brady	32	14.7%
Faust, Hunter	10	4.6%
Fletcher, James R	2	0.9%
Hand, Devon J	1	0.5%
Hand, Herman	8	3.7%
Hicks, Emilee	31	14.2%
Hicks, Noah	36	16.5%
Hurd, Claire	1	0.5%
Johnson, Michael	172	78.9%
Jones, Andrew	42	19.3%
Jones, Dave	87	39.9%
Justice, Jason	49	22.5%
Lewis, Randy	2	0.9%
Minton, Jared	18	8.3%
Norris, Ralph	16	7.3%
Phipps, Michael	30	13.8%
Reedy, Tony Mitchell	10	4.6%
Reid, Michael D	9	4.1%
Richey, Jordan	81	37.2%
Turner, Kermit	145	66.5%
Turner, Walter B	138	63.3%
Widener, Alex	114	52.3%
Widener, Anthony	36	16.5%
Widener, Bailey	1	0.5%
Wingler, David	3	1.4%
Total Incidents for Station Station 1400	218	

Total Incidents for all Stations

218

Special Committees

Nothing at this time.

Citizens Comments

Donna Foltz, Farmers Market Manager, asked the Council to let her know as soon as possible if they want her to keep the vendor rates for the Farmers market the same as last year, or if they want them to increase.

Manager's Report

Nothing at this time.

Legal Matters

At the appropriate time, motion to Recess into Closed Session for Discussion and Consideration of Personnel Matters regarding the Public Works Department, per VA Code Section 2.2-3711 (A) (1).

Old Business

Mr. McCrady reported that he has tried to negotiate on the price of the Cushman-type truck he found, but so far they are not willing to come down on their asking price.

New Business

1. Chamber of Commerce Membership: The 2024 membership dues are \$250.
 - Mr. McCrady made a motion to pay the 2024 membership fee for the Town to continue to be a member of the Washington County Chamber of Commerce. Ms. Coleman 2nd the motion, which passed (5-0).
2. Branding Update: The key updates for the 2024 branding include a transition from browns to blues, minor updates to the compass design, removing 'VA' from the wordmark, a new one-line wordmark with logo, an updates font, and more defined taglines for Damascus.
 - Ms. Coleman made a motion to approve the 2024 updated branding, as presented. Mr. Jackson 2nd the motion, which passed (5-0).
3. Employee accrued leave donation policy proposal:

PAID TIME OFF DONATION POLICY

The Town of Damascus recognizes that employees or their immediate family may suffer illness or injury that requires a Town employee to be absent from work in excess of their accrued, unused paid leave. To address this need, the Town established this Sick Leave Donation Policy to enable eligible employees to donate accrued, unused Sick Leave to the Town's Sick Leave Bank for use by qualifying employees in need in accordance with this Policy. Participation in this program is entirely voluntary.

Eligibility

Donor Employee. Employees are eligible to donate accrued, unused Sick Leave only if they have been employed by the Town of Damascus for a minimum of five consecutive years and have a minimum balance of 48 hours of accrued, unused Sick Leave.

Recipient Employee. Employees are eligible to receive donated Sick Leave only if they have been employed by the Town of Damascus for at least 12 months; have worked at least 1,250 hours over the past 12 months; have exhausted all of their own personal leave balances including Vacation Time, Sick Time, and Personal Time; and are experiencing a Family Health Related Emergency, as follows. A Family Health Related Emergency is a critical or catastrophic illness or injury of the employee or of the employee's Immediate Family Member that has rendered (i) the employee unable to work at all or unable to perform essential functions of the employee's position including when the employee must be absent from work to receive medical treatment for a Serious Health Condition or (ii) an Immediate Family Member unable to work, attend school or perform other regular daily activities because of the Serious Health Condition, due to continuing treatment of it, or for recovery from the condition. An Immediate Family Member is a spouse, child, parent, or other relationship in which the employee is the legal guardian or sole caretaker. A Serious Health Condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

Donation Regulations

Donations of Sick Leave must adhere to the following requirements:

1. Donations are made to a Sick Leave Bank that the Town will administer for distribution to qualifying recipient employees. Donors may not specify who will be the recipient of donated leave. No donated time may be returned to the Donor other than as a recipient of donated Sick Leave pursuant to this Policy.
2. The minimum donation is eight hours.
3. The maximum donation is thirty hours, subject to the following. No Donor Employee may donate more than 50 percent of the Donor Employee's accrued, unused Sick Leave.
4. Donor employees may not claim an expense, a tax deduction, or a charitable contribution for donated Sick Leave.
5. Recipient Employees may receive no more than 360 hours (8 weeks) of donated Sick Leave within a rolling 12-month period.
6. Donated Sick Leave will be received by the Recipient Employee at their normal rate of pay and will be paid on regularly scheduled pay days.
7. Donated Sick Leave may be used only for the approved purpose. Upon request from the Town, the Recipient Employee shall provide a licensed physician's written certification to validate the

employee's continued absence due to the approved purpose. A certification by a second physician of the Town's choice may be required. However, the Town will bear the cost of a second opinion. Distribution of donated Sick Leave shall be discontinued when the approved purpose no longer qualifies as a Family Health Related Emergency or if the Recipient Employee fails to provide a physician's certification within seven business days of the Town request for such certification or within such longer time period for which the Town provides its written agreement.

8. Donated Sick Leave may be used to replace the Recipient Employee's income on Holidays.
9. All donated Sick Leave granted to the Recipient Employee will be considered wages and is subject to Federal Insurance Contributions Act (FICA) withholding, Federal Unemployment Tax Act (FUTA) withholding, and other required tax withholdings.
10. The Recipient Employee will not accrue Vacation Time, Sick Time, or Personal Time while receiving pay through Sick Leave donations.
11. While the Recipient Employee is receiving Sick Leave donations, the Town will continue to pay its portion of the Recipient Employee's health care premium for up to 12 months.
12. Certain payroll deductions may continue if the Recipient Employee receives income replacement sufficient to cover the deductions. Among these are health care premiums and other voluntary deductions. If the income replacement received through Sick Leave donations is insufficient to cover such deductions, the Recipient Employee must make arrangements with the Town to continue or cancel the deductions.
13. Recipient Employees are not eligible for salary increases until they return to a paid status and are no longer receiving Sick Leave donations.

Procedure

The Town Council must approve all donations of Sick Leave. Employees wishing to receive donated Sick Leave must file a written request with the Town Manager. Such request shall include a detailed description of the medical condition necessitating leave, a physician's certification of such condition including the date the condition began and its probable duration, and a description of the relationship as Immediate Family Member if the illness or injury is of someone other than the employee. In the event the employee requesting donated Sick Leave is physically or mentally unable to initiate a request, a family member or other qualified agent of the employee may do so. The Town Manager may develop a form for a request for Sick Leave donation.

Confidentiality

Town Council consideration of applications for donated Sick Leave shall be conducted in Closed Meetings of the Council in accordance with Va. Code 2.2-3705.1(1) for discussion of personnel matters.

Any medical documentation received by the Town pursuant to this Policy shall be maintained confidentially and in a location that is separate from the employee's official personnel file and shall be destroyed in accordance with State Library of Virginia Record Retention schedules.

- Mr. McCrady made a motion to adopt the proposed paid time off donation policy. Mr. Fields 2nd the motion, which passed (5-0).

Consent Agenda

- Ms. Coleman made a motion to pay the bills for invoices exceeding \$2,500, 2nd by Mr. McCrady. The motion passed (5-0).
- Ms. Coleman made a motion to pay the bills presented as well as the standard and/or recurring bills that will come in before the next Council meeting. Mr. Jackson 2nd the motion, which passed (5-0).

Mayor & Council Members Reports

Mayor Lamb requested that all Council members come to the February Council Meeting with ideas to share of what they would like to achieve in 2024.

Mr. Jackson stated that it was a very warming experience working with the high school student volunteers.

Mr. Kemmerlin stated that he had a great experience with Emory & Henry student volunteers helping at the dog park for their community service projects.

Mr. McCrady reported that he met with a representative from Appalachian Contracting about revamping and replumbing the Town Park restrooms, as well as the gazebo. He will get back to us with some ideas and price quotes. Also, the park fence has been removed, and the bump-stops have been delivered and will be installed soon.

Announcements

UPCOMING EVENTS & OTHER ANNOUNCEMENTS:

- January 1, 2024 – Town Hall closed in observance of New Year's Day
- January 15, 2024 – Town Hall closed in observance of Martin Luther King, Jr. Day

*For upcoming events, go to our website visitdamascus.org and check out the **Events Calendar**. For citizen info go to damascus.org, and don't forget our social media presence on **Facebook** and **Instagram**!*

- Mr. McCrady made a motion to Recess into Closed Session for Discussion and Consideration of Personnel Matters regarding the Public Works Departments, per VA Code Section 2.2-3711 (A) (1). Ms. Coleman 2nd the motion, which passed (5-0).
- Mr. Jackson made a motion to return to Open Session, 2nd by Mr. McCrady. The motion passed (5-0).
- *CERTIFY (individually): We Certify that only public business matters lawfully exempted from open meeting requirements and only such matters identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the closed meeting.*

Susan Coleman – Yea
Charles Fields - Yea
Beaty Jackson– Yea
Robert Kemmerlin - Yea
Jack McCrady - Yea

- Mr. McCrady made a motion to adjourn, 2nd by Mr. Jackson. The motion passed (5-0).

Katie Lamb, Mayor

Tuesday Pope, Clerk