

DAMASCUS TOWN COUNCIL
Minutes for January 3, 2022
7:00pm Regular Council Meeting

Council Members Present: Tom Hayes, Beaty Jackson, Charles Fields, Tony Doss, and Susan Coleman

Absent: Mitchel Greer

Also Present: Katie Lamb, Mayor
Eva Meyer, Town Treasurer
Kermit Turner, Police Chief & Fire Chief
Gavin Blevins, Town Manager
Tuesday Pope, Town Clerk

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 6, 2021 Regular Called Council Meeting Minutes, as presented.

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

Mayor Lamb asked for approval of the December 11, 2021 Special Called Council Meeting Minutes, as presented.

- Mr. Hayes made a motion to approve the Minutes. Mr. Jackson 2nd the motion, which passed (5-0).

Mayor Lamb asked for approval of the December 21, 2021 Special Called Council Meeting Minutes, as presented.

- Ms. Coleman made a motion to approve the Minutes. Mr. Fields 2nd the motion, which passed (3-0-2, with Mr. Hayes and Mr. Jackson abstaining).

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

- Mr. Hayes made a motion to approve the agenda. Mr. Jackson 2nd the motion, which passed (5-0).

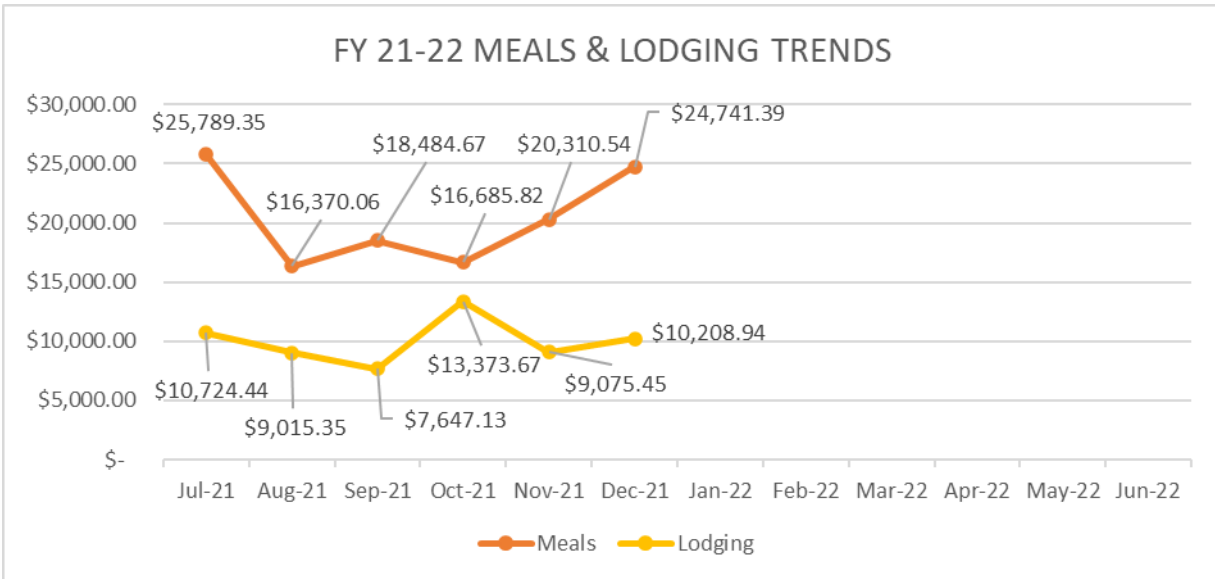
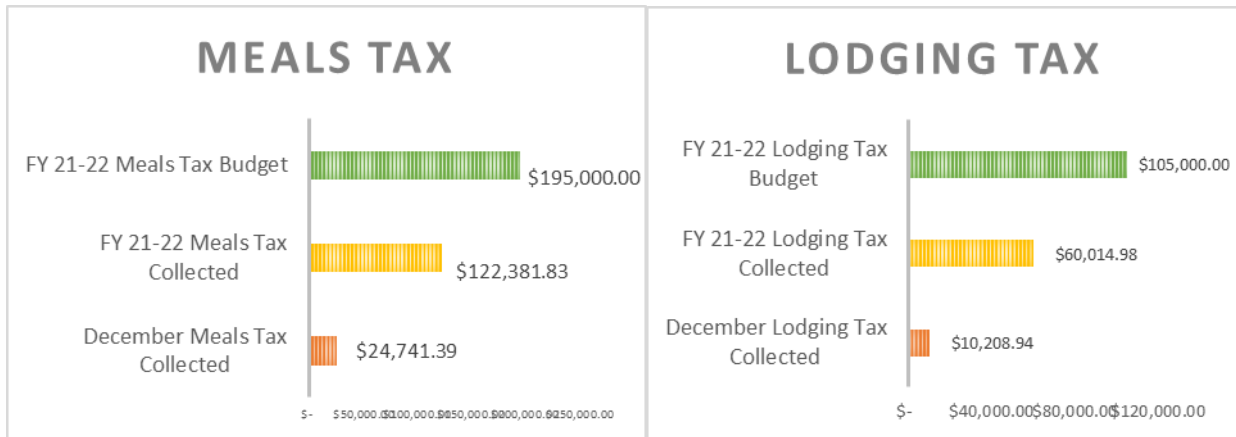
Committee Reports

Budget, Finance, and Administration:

Town Treasurer, Eva Meyer, presented the following report for the previous month:

Real Estate & Personal Property Taxes: The collection rate for 2021 Real Estate taxes is at 89.16% and the collection rate for 2021 Personal Property is at 80.63%. I expect this to increase further throughout the month as delinquent tax payers receive their late notices.

Meals & Lodging Tax: We collected \$10,208.94 in lodging tax and \$24,741.39 in meals tax during the month of December, reflecting sales for the prior month.



FY 20-21 Audit: Claude Crigger with Owens CPA has starting working on our audit for fiscal year 2020-2021. It should be ready to present to Town Council by the February meeting.

Virginia Investment Pool: The total balance in the VIP Liquidity Pool is \$550,407.17

FYTD Interest

General Reserve	\$ 53,889.73	\$ 19.65
Police Vehicle Fund	\$ 15,248.76	\$ 5.70

<i>Sewer CD Fund</i>	\$ 26,196.60	\$ 9.60
<i>Anthem Recovery</i>	\$ 43,782.54	\$ 15.91
<i>Trail Days Reserve</i>	\$ 7,429.23	\$ 2.45
<i>Additional Working Capital</i>	\$ 1,713.37	\$ 0.29
<i>TOD ARPA 2021</i>	<u>\$402,185.44</u>	<u>\$147.44</u>
<i>Total</i>	\$550,445.67	\$201.04

Mayor Lamb welcomed Julie Kroll to the Town's staff, and asked for the Council's wishes on reimbursing Ms. Kroll for her upcoming Wilderness First Responder (3yr) recertification, in the amount of \$370.46.

- Mr. Hayes made a motion to approve reimbursing Ms. Kroll for this expense, as requested. Mr. Jackson 2nd the motion, which passed (5-0).

Streets, Lights and Maintenance:

Nothing to report at this time.

Parks and Recreation:

Ms. Coleman reported that a land use application has been submitted to host a 'Trail Days 5k' on a portion of the VA Creeper Trail, to take place on Sunday, May 15th.

- Ms. Coleman made a motion to approve the 'Trail Days 5k' event, as proposed. Mr. Jackson 2nd the motion, which passed (5-0).

Ms. Coleman also stated that the Trail Days Committee meetings will resume this month; there are already 11 confirmed sponsors, with Hyperlite Mtn Gear as the Title Sponsor; and vendor requests and band submissions are coming in daily.

Planning Commission:

Nothing to report at this time.

Police and Fire Advisory:

Chief Turner presented the following P.D. activity report for the previous month, as submitted by Chief Hounshell:

Operations: December 2021, Damascus Officers had 105 calls for service. We have taken 7 investigative reports and made 2 arrest.

Traffic Enforcement Activities: We issued 5 citations along with 15 warnings.

Speeding complaint areas include: Laurel Ave & Douglas Dr

Special Report: Officer Shawn Price has started as of today and doing well so far and he will be starting the academy in April 2022. We just completed our bi-annual qualifications (night fire) and we are running low on ammunition and I would like to get approval to order enough ammunition to replace what we have used. I need roughly 1,000 round of practice ammo and 500 rounds of duty ammo.

- Mr. Hayes made a motion to approve the purchase of ammo, up to \$1,000, as requested. Mr. Doss 2nd the motion, which passed (5-0).

Special Notes:

Year to Date information:

2021 Calls for service: 1,263

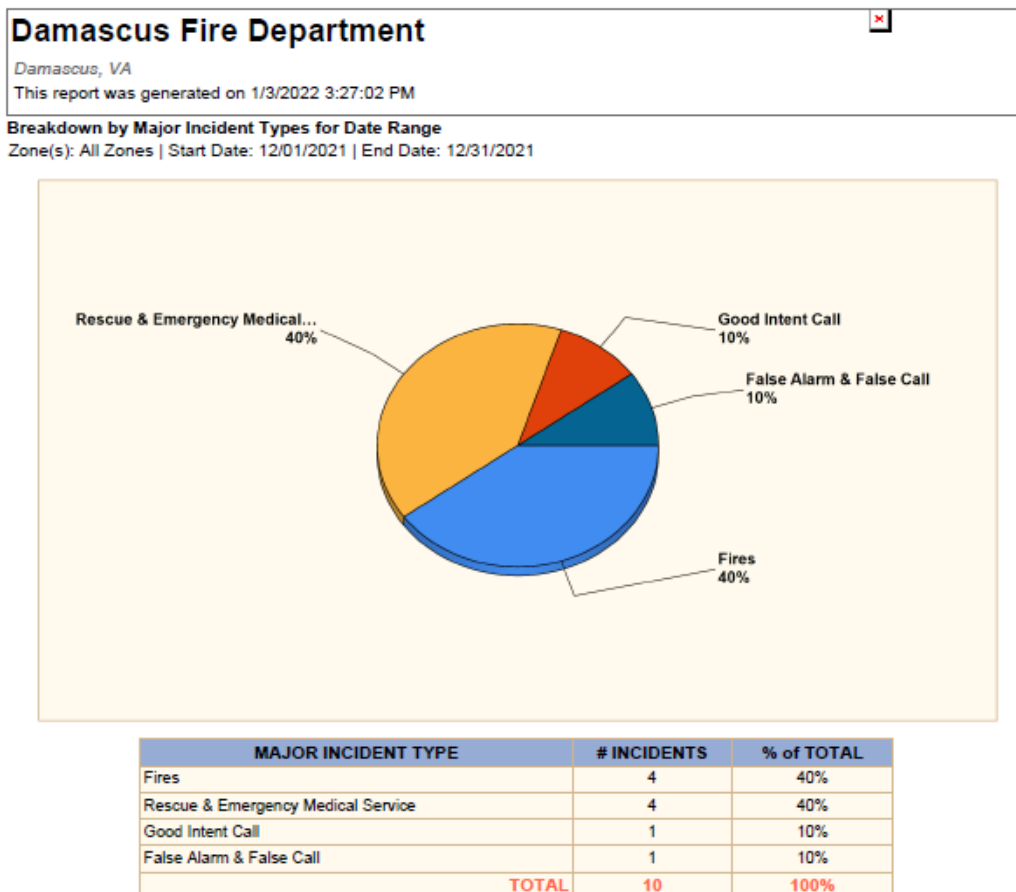
Investigative Reports:164

Arrest: 57

Summons: 176

Damascus Volunteer Fire Department

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



Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	1	10%
111 - Building fire	1	10%
112 - Fires in structure other than in a building	1	10%
151 - Outside rubbish, trash or waste fire	1	10%
311 - Medical assist, assist EMS crew	1	10%
322 - Motor vehicle accident with injuries	1	10%
324 - Motor vehicle accident with no injuries.	2	20%
611 - Dispatched & cancelled en route	1	10%
733 - Smoke detector activation due to malfunction	1	10%
TOTAL INCIDENTS:	10	100%

Incident Statistics

Zone(s): All Zones | Start Date: 12/01/2021 | End Date: 12/31/2021

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		4	
FIRE		6	
TOTAL		10	
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		2	
Aid Received		1	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
0		0	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 1400	0:10:32	0:23:38	
AVERAGE FOR ALL CALLS			0:17:32
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Station 1400	0:03:14	0:06:51	
AVERAGE FOR ALL CALLS			0:05:19
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Damascus Fire Department		52:13	

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

Start Date: 12/01/2021 | End Date: 12/31/2021

PERSONNEL	TIME SPENT ON INCIDENTS (Hours:Minutes Dispatched to Cleared Scene)
Blackburn, Douglas	2:05
Burnett, Michael	0:28
Feliciano, Yamir	1:21
Gilbert, Justin	1:49
Johnson, Michael	10:48
Jones, Dave	5:55
Justice, Jason	4:11
McVey, Alex L	4:22
Minton, Jared	1:15
Mullins, Troy	7:39
Phipps, Jennifer N	1:23
Phipps, Michael	7:37
Reid, Michael D	1:21
Stewart, Timothy	1:21
Turner, Kermit	9:48
Turner, Walter B	6:19
Widener, Alex	2:20
Widener, Jacob	1:15
Total:	71:16

Response Percentage per Station per Personnel for Incident Types for Personnel

Personnel: All Personnel | Incident Type(s): All Incident Types | Start Date: 12/01/2021 | End Date: 12/31/2021

Personnel	Calls Attended	% of Calls for Selected Incident Types
Station: Station 1400		
Allen, Tristan	2	20.0%
Blackburn, Douglas	4	40.0%
Burnett, Michael	1	10.0%
Feliciano, Yamir	2	20.0%
Gilbert, Justin	6	60.0%
Hurd, Emilee	2	20.0%
Johnson, Michael	8	80.0%
Jones, Dave	5	50.0%
Justice, Jason	3	30.0%
McVey, Alex L	2	20.0%
Minton, Jared	3	30.0%
Mullins, Troy	4	40.0%
Phipps, Jennifer N	6	60.0%
Phipps, Michael	7	70.0%
Reid, Michael D	1	10.0%
Remine, Jeremy	2	20.0%
Stewart, Timothy	3	30.0%
Turner, Kermit	5	50.0%
Turner, Walter B	3	30.0%
Widener, Alex	3	30.0%
Widener, Anthony	1	10.0%
Widener, Jacob	2	20.0%
Total Incidents for Station Station 1400	10	

Total Incidents for all Stations 10

Chief Turner also presented the following report for the whole 2021 year's activities :

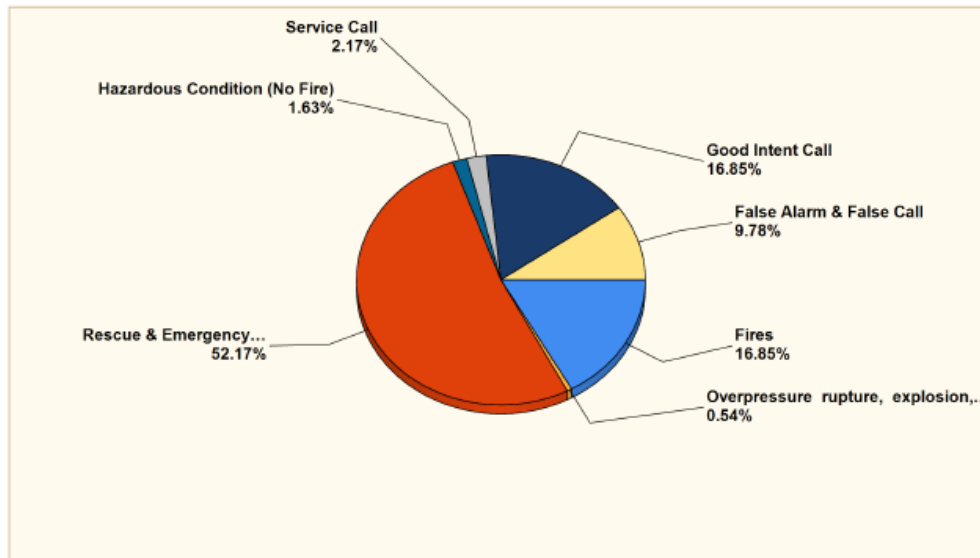
Damascus Fire Department

Damascus, VA

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Breakdown by Major Incident Types for Date Range

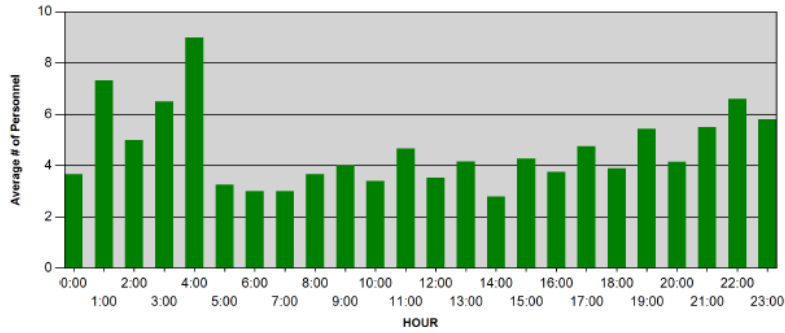
Zone(s): All Zones | Start Date: 01/01/2021 | End Date: 12/31/2021



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	31	16.85%
Overpressure rupture, explosion, overheating - no fire	1	0.54%
Rescue & Emergency Medical Service	96	52.17%
Hazardous Condition (No Fire)	3	1.63%
Service Call	4	2.17%
Good Intent Call	31	16.85%
False Alarm & False Call	18	9.78%
TOTAL	184	100%

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	4	2.17%
111 - Building fire	10	5.43%
112 - Fires in structure other than in a building	2	1.09%
113 - Cooking fire, confined to container	1	0.54%
114 - Chimney or flue fire, confined to chimney or flue	1	0.54%
118 - Trash or rubbish fire, contained	1	0.54%
121 - Fire in mobile home used as fixed residence	1	0.54%
131 - Passenger vehicle fire	3	1.63%
142 - Brush or brush-and-grass mixture fire	2	1.09%
143 - Grass fire	1	0.54%
150 - Outside rubbish fire, other	1	0.54%
151 - Outside rubbish, trash or waste fire	3	1.63%
154 - Dumpster or other outside trash receptacle fire	1	0.54%
221 - Overpressure rupture of air or gas pipe/pipeline	1	0.54%
300 - Rescue, EMS incident, other	1	0.54%
311 - Medical assist, assist EMS crew	39	21.2%
320 - Emergency medical service, other	2	1.09%
322 - Motor vehicle accident with injuries	13	7.07%
324 - Motor vehicle accident with no injuries.	29	15.76%
341 - Search for person on land	10	5.43%
342 - Search for person in water	1	0.54%
350 - Extrication, rescue, other	1	0.54%
413 - Oil or other combustible liquid spill	1	0.54%
420 - Toxic condition, other	1	0.54%
445 - Arcing, shorted electrical equipment	1	0.54%
550 - Public service assistance, other	1	0.54%
551 - Assist police or other governmental agency	2	1.09%
553 - Public service	1	0.54%
611 - Dispatched & cancelled en route	27	14.67%
631 - Authorized controlled burning	1	0.54%
651 - Smoke scare, odor of smoke	3	1.63%
700 - False alarm or false call, other	3	1.63%
733 - Smoke detector activation due to malfunction	5	2.72%
735 - Alarm system sounded due to malfunction	5	2.72%
736 - CO detector activation due to malfunction	2	1.09%
745 - Alarm system activation, no fire - unintentional	2	1.09%
746 - Carbon monoxide detector activation, no CO	1	0.54%
TOTAL INCIDENTS:	184	100%

Average Number of Responding Personnel per Hour for Date Range
Start Date: 01/01/2021 | End Date: 12/31/2021



HOUR	AVG. # PERSONNEL
00:00 - 00:59	3.67
01:00 - 01:59	7.33
02:00 - 02:59	5.00
03:00 - 03:59	6.50
04:00 - 04:59	9.00
05:00 - 05:59	3.25
06:00 - 06:59	3.00
07:00 - 07:59	3.00
08:00 - 08:59	3.67
09:00 - 09:59	4.00
10:00 - 10:59	3.40
11:00 - 11:59	4.67
12:00 - 12:59	3.53
13:00 - 13:59	4.16
14:00 - 14:59	2.79
15:00 - 15:59	4.27
16:00 - 16:59	3.75
17:00 - 17:59	4.75
18:00 - 18:59	3.89
19:00 - 19:59	5.43
20:00 - 20:59	4.14
21:00 - 21:59	5.50
22:00 - 22:59	6.60

HOUR	AVG. # PERSONNEL
23:00 - 23:59	5.80

Incident Statistics

Zone(s): All Zones | Start Date: 01/01/2021 | End Date: 12/31/2021

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		96	
FIRE		88	
TOTAL		184	
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			
736 - CO detector activation due to malfunction		2	
746 - Carbon monoxide detector activation, no CO		1	
TOTAL		3	
MUTUAL AID			
Aid Type		Total	
Aid Given		12	
Aid Received		15	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
25		13.59	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 1400	0:14:46	0:13:25	
AVERAGE FOR ALL CALLS		0:13:56	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Station 1400	0:04:33	0:04:55	
AVERAGE FOR ALL CALLS		0:04:40	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Damascus Fire Department		62:02	

Response Percentage per Station per Personnel for Incident Types for Personnel
 Personnel: All Personnel | Incident Type(s): All Incident Types | Start Date: 01/01/2021 | End Date: 12/31/2021

Personnel	Calls Attended	% of Calls for Selected Incident Types
Station: Station 1400		
Allen, Tristan	52	28.3%
Berry, Austin	62	33.7%
Blackburn, Douglas	17	9.2%
Burnett, Michael	18	9.8%
Feliciano, Yamir	45	24.5%
Finley, Will	3	1.6%
Fletcher, James R	26	14.1%
Gilbert, Justin	29	15.8%
Hand, Devon J	12	6.5%
Harter, Chuck	10	5.4%
Hurd, Claire	1	0.5%
Hurd, Emilee	74	40.2%
Johnson, Amie	45	24.5%
Johnson, Michael	54	29.3%
Jones, Andrew	26	14.1%
Jones, Dave	28	15.2%
Justice, Jason	91	49.5%
McVey, Alex L	59	32.1%
McVey, Mickie	6	3.3%
Minton, Jared	16	8.7%
Mullins, Troy	81	44.0%
Norris, Ralph	4	2.2%
Phipps, Jennifer N	52	28.3%
Phipps, Michael	75	40.8%
Prater, Daniel J	20	10.9%
Reedy, Tony Mitchell	2	1.1%
Reid, Michael D	27	14.7%
Remine, Jeremy	23	12.5%
Stewart, Timothy	20	10.9%
Turner, Kermit	116	63.0%
Turner, Walter B	111	60.3%
Widener, Alex	65	35.3%
Widener, Anthony	53	28.8%
Widener, Jacob	51	27.7%
Total Incidents for Station Station 1400	184	

Total Incidents for all Stations 184

Personnel Hours for Incidents for Date Range (Not Payroll Related)
 Start Date: 01/01/2021 | End Date: 12/31/2021

PERSONNEL	TIME SPENT ON INCIDENTS (Hours:Minutes Dispatched to Cleared Scene)
Allen, Tristan	58:16
Berry, Austin	60:12
Blackburn, Douglas	3:32
Burnett, Michael	16:56
Feliciano, Yamir	26:38
Fletcher, James R	6:15
Gilbert, Justin	19:12
Harter, Chuck	16:21
Hurd, Claire	0:58
Hurd, Emilee	39:48
Johnson, Amie	37:50
Johnson, Michael	53:57
Jones, Andrew	8:26
Jones, Dave	12:42
Justice, Jason	62:59
McVey, Alex L	60:17
Minton, Jared	11:38
Mullins, Troy	88:27
Phipps, Jennifer N	21:32
Phipps, Michael	85:20
Prater, Daniel J	4:14
Reid, Michael D	35:58
Remine, Jeremy	13:42
Stewart, Timothy	20:10
Turner, Kermit	144:25
Turner, Walter B	136:41
Widener, Alex	70:38
Widener, Anthony	42:03
Widener, Jacob	50:34
Total:	1209:41

Special Committees

Dona Foltz reported that the December 'Shop Till You Drop' event went very well, with a lot of positive feedback from the vendors, the residents at the Rock School apartments, and shoppers. The total amount of \$1,067 was collected to benefit the Damascus Volunteer Fire Department; and she is planning to hold a 'Shop Till You Drop' event every three months to benefit various agencies.

Also, Ms. Foltz is working on preparations for the 2022 Damascus Farmers Market.

Mayor Lamb stated that she really appreciates Ms. Foltz doing these things for the community.

Manager's Report

Mr. Blevins stated that he was out for most of December, but before his vacation started, he was able to close out several grant projects, as well as hire for the two new Recreation Dept. positions. Mr. Blevins introduced Julie Kroll, the Town's Recreation Program Director, and Jason Justice, the Town's Recreation Project Manager.

Old Business

Ms. Coleman reported that the replacement part for the deteriorating playground piece has not yet arrived, and the Clerk will check on the status of that order.

New Business

Mayor Lamb made the following appointments/reappointments of Standing Committees and Town Officers for 2022:

Town of Damascus 2022 Elected & Appointed Officials

<i>Elected Officials</i>	<i>Term ending</i>
Katie Lamb – Mayor	12/31/2022
Mitchel Greer – Vice Mayor	12/31/2022
Tony Doss – Council	12/31/2022
Charles Fields – Council	12/31/2022
Tom Hayes – Council	12/31/2024
Susan Coleman – Council	12/31/2024
Beaty Jackson – Council	12/31/2024

Appointed Committees, Officials & Employees

Budget, Finance, and Administration

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

Mitchel Greer - *Chair*

Tony Doss

Beaty Jackson

Public Works

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

Mitchel Greer – *Chair*

Tony Doss

Susan Coleman

Parks and Recreation

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

Susan Coleman – *Chair*

Tuesday Pope – *Admin*

Julie Kroll – *Recreation Program Director*

Jennifer Walker 2023

Robert Hagen 2024

Melissa Barrett 2024

Beaty Jackson 2024

Police & Fire Advisory Committee

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

Tom Hayes – *Chair*

Mitchel Greer

Tony Doss

Planning Commission

(7 Members, 4yr Terms, Appointed by Council,
With 1 Council Member)

Mitchel Greer - *Council* 2026

Larry Ginn 2023

Jack McCrady 2023

vacant 2024

Hilary Greenberg 2024

Brian Schmidt 2024

Ralph Wilson 2024

Board of Zoning Appeals

(5yr Terms, Rec. by Council App. by a Judge;
With 1 Planning Commission Member)

Larry Ginn 7/31/2022

Buddy Albro 7/31/2023

Doug Carpenter 7/31/2024

John Coleman 7/31/2025

David Atwood 7/31/2026

Damascus Health Center Commission

(5yr Terms)

Stuart Wright – <i>Chair</i>	2023
Jim Bishop	2023
John Henderson	2024
Beaty Jackson	2025
Janice Donovan	2025
Robert Van de Vuurst	2026
Sean Albro	2026
Michele Chesser	2026

Appointed Officials

Town Manager, <i>M.R.P.D.C.</i>	Gavin Blevins
Legal Counsel	Cassell & Crewe, PC; and Bragg Law, PLC
Police Chief, <i>Damascus Police Dept.</i>	Kermit Turner
Town Clerk	Tuesday Pope
Town Treasurer	Elena Smith
Zoning Administrator, <i>M.R.P.D.C.</i>	Gavin Blevins
Auditor	Owens CPA & Associates PC
Accountant	Lawhorn CPA Group
Engineers	Appalachian Technical Svcs.
Town Historian	Eleanor Grasselli
Mt. Rogers Planning District	Katie 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. Eva Meyer	Town Treasurer
2. Tuesday Pope	Town Clerk
3. Julie Kroll	Recreation Program Director
4. Jason Justice	Recreation Project Manager

5. Marty Berry Code Enforcement Officer – *Part Time*

Public Works Department

6. Ralph Lane Public Works

7. Bill Davis Public Works

8. Isabell Stanley Custodian - *Part Time*

9. Trish Parris Custodian - *Part Time*

Police Department

10. Kermit Turner Police Chief

11. Don Wagner Detective

12. James Russell Patrol Officer

13. Shawn Price Patrol Officer

- Mr. Hayes made a motion to approve the appointments and reappoints made by Mayor Lamb. Mr. Jackson 2nd the motion, which passed (5-0).

Ms. Coleman reported that trestle 16 and the benches in Town Park are slippery and slimy.

Legal Matters

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

Mayor & Council Members Reports

Mayor Lamb thanked the people who serve on Town committees and as Town volunteers.

Citizens Comments

None at this time.

Announcements

UPCOMING EVENTS & OTHER ANNOUNCEMENTS:

- January 17th – Town Hall will be CLOSED in observance of Martin Luther King, Jr. Day

* *For information on upcoming events, go to our website visitdamascus.org. For citizen info go to damascus.org, and don't forget our social media presence on **Facebook**, **Instagram**, and **Twitter**!*

Consent Agenda

- Mr. Jackson made a motion to pay the bills for invoices exceeding \$500, 2nd by Mr. Hayes. The motion passed (5-0).
- Mr. Hayes 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).
- Ms. Coleman made a motion to Recess into Closed Session for the items listed previously under 'Legal Matters'. Mr. Jackson 2nd the motion, which passed (5-0).
- Mr. Jackson made a motion to return to Open Session, 2nd by Ms. Coleman. The motion passed (5-0).
- 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.

Tom Hayes - Yea

Beaty Jackson - Yea

Charles Fields - Yea

Tony Doss - Yea

Susan Coleman - Yea

- Mr. Jackson made a motion to authorize the Town Manager to offer the Treasurer's position to Elena Smith. Ms. Coleman 2nd the motion, which passed (5-0).
- Mr. Jackson made a motion to authorize the Town Manager to spend up to \$3,500 on new office equipment. Ms. Coleman 2nd the motion, which passed (5-0).
- Mr. Jackson made a motion to adjourn, 2nd by Ms. Coleman. The motion passed (5-0).

Katie Lamb, Mayor

Tuesday Pope, Clerk