

## Sheila Minor

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**From:** Larry Melvin  
**Sent:** Thursday, September 3, 2020 11:30 AM  
**To:** Wayne Hoover  
**Cc:** Sheila Minor  
**Subject:** FW: VRSA Grant Approval- Fie Department

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**From:** Thomas Bullock <[tbullock@vrsa.us](mailto:tbullock@vrsa.us)>  
**Sent:** Thursday, September 3, 2020 11:25 AM  
**To:** Larry Melvin <[melvinl@colonialheightsva.gov](mailto:melvinl@colonialheightsva.gov)>  
**Cc:** Douglas Smith <[smithd@colonialheightsva.gov](mailto:smithd@colonialheightsva.gov)>  
**Subject:** VRSA Grant Approval

Dear Mr. Melvin,

This e-mail serves as confirmation of approval of your Risk Management Grant application to purchase traffic cones and safety vests. Please read the following carefully:

- If you have not already done so, please submit proof of purchase consistent with the options offered in the Risk Management Grant FAQ document, which can be referenced on our website at [www.vrsa.us](http://www.vrsa.us);
- Proof of purchase must arrive by December 2, 2020. If you find that you will have difficulty meeting the deadline, please contact me as soon as possible. Otherwise, any grant funding on hold will be released back to the general grant fund after the deadline.

Grant checks are processed approximately 30 days after receipts are received and are mailed to the attention of the grant applicant. Please call me at (804) 237-7365 or e-mail me at [tbullock@vrsa.us](mailto:tbullock@vrsa.us) with any questions. Thank you for allowing us to enhance your risk management program efforts through grant funding.

Regards,

Thomas C Bullock, III

## Virginia Risk Sharing Association

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Below is a brief summary of the recently submitted Grant Request. View the application on the VRSA website [here](#).

### Member Info

Member Name: **City of Colonial Heights**

Member Number: #242

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### **Applicant Info**

Department requesting funds: **Colonial Heights Fire, EMS, and Emergency Management**

Applicant name: **Larry Melvin**

Applicant title: **Risk Manager**

Applicant email: [melvinl@colonialheightsva.gov](mailto:melvinl@colonialheightsva.gov)

Applicant phone: **804-520-9333**

Mailing address:

**P.O. Box 3401**

**Colonial Heights, VA 238349001**

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### **Request Details**

Provide a brief description of this grant request: **A grant request for traffic cones and safety vests**

How will this grant be used to help reduce the probability of claims and enhance your risk management effort? **This grant will be used to purchase new traffic safety cones for our emergency response vehicles and new safety vests for our responders. Traffic Incident Management best practice recommendations and our department policies require cones and vests for every roadway response. We deploy traffic cones around our vehicles for protection, advanced warning, traffic control, and visibility of our apparatus. Our crews don safety vests to give them increased visibility to drivers. This is especially important when operating in low light or night time conditions. Age and frequent use have greatly decreased the visibility, effectiveness, and reflectivity of our current highway safety equipment. This grant will allow us to completely replace these safety supplies and help reduce the probability of claims with this focus on our roadway incident risk management efforts.**

Coverages: **Auto, General Liability, Property, Workers' Compensation**

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### **Requested Items / Services**

**Total Cost: \$3,987.00**

**Item / Service #1**

Description: **(100) 18" Orange Traffic Cones with reflective bands**

Estimated Cost: **\$2,125.00**

**Item / Service #2**

Description: **(38) 7 Point Breakaway Safety Vest**

Estimated Cost: **\$1,862.00**

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**CAO Info**

CAO name: **Douglas Smith**

CAO title: **City Manager**

CAO email: [LM3757@yahoo.com](mailto:LM3757@yahoo.com)

CAO phone: **804-895-3316**

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Please send an e-mail to [grants@vrsa.us](mailto:grants@vrsa.us) if you have any questions about the grant process. A VRSA representative will respond as soon as possible within the business hours of 8 a.m. to 4:30 p.m. Monday through Friday.

Thank you,

Your VRSA Service Team

[www.vrsa.us](http://www.vrsa.us)

800-963-6800



**Follow VRSA on:**    

**Thomas Bullock, ARM-E**  
Director of Education and Training

800-963-6800 (Toll Free)

804-237-7365 (Direct)

804-273-0560 (Fax)

[www.vrsa.us](http://www.vrsa.us)

VRSA has prepared a [Pandemic Preparation page](#) to aggregate resources and information for members to use in responding to COVID-19. New resources are added regularly. Access the page [here](#).