A meeting of the Virginia Fire Services Board Training and Education Committee was held in Glenn Allen, VA at 1pm; Mr. Jeff Bailey served as Chair.

COMMITTEE MEMBERS PRESENT
Jeff Bailey, Chair, Virginia Chapter of the International Society of Fire Service Instructors
H. Lee Day – Virginia Fire Services Council
David Layman – Vice Chair - Virginia Fire Chiefs Association
Walter Bailey – Chair – Virginia State Firefighter’s Association
David C. Hankley – Virginia Municipal League
James Poindexter, VA Professional Firefighters Association
James Calvert, Industry (SARA Title III & OSHA)

COMMITTEE MEMBERS ABSENT

BOARD MEMBERS PRESENT
James “Robby” Dawson – Fire Prevention Association
Sean P. Farrell – Virginia Board of Housing & Community Development
David C. Hankley – Virginia Municipal League

AGENCY MEMBERS PRESENT
Brook Pittinger
Erin Rice
Dereck Baker
Mohamed Abbamin
Dave Jolly
Tim Hansbrough
Brenda Scaife

GUESTS PRESENT
Bill Lloyd
J.D. Jenkins
Sandi Morris
Robin Preece

CHANGES IN THE AGENDA
N/A

PUBLIC COMMENTS
There were no public comments made.

COMMENTS FROM THE COMMITTEE CHAIR
Jeff Bailey thanked everyone for their attendance.

UNFINISHED BUSINESS
N/A

NEW BUSINESS
Topic: Virginia Fire Marshal Academy Curriculum Updates

Motion:

Topic Discussion: In January 2017, the Department of Fire Programs suspended initial certification classes for fire inspectors, fire investigators, and basic law enforcement. The two primary factors driving this decision were the loss of administrative controls and concerns regarding the alignment of the curriculum with the most current edition of the NFPA certification standards, i.e. the 2014 editions of NFPA 1031, Standard for Professional Qualifications for Fire Inspector and Plan Examiner, and NFPA 1033, Standard for Professional Qualifications for Fire Investigator.

Fire Inspector Curriculum

Short Term Action Plan
- A short term action plan to facilitate the resumption of training in July 2017 has been developed to address the two critical items that initiated the suspension of training, i.e. administrative controls and certification to the 2014 standard. In addition, the SME Workgroup has identified modifications to the existing curriculum that will achieve one of the stakeholder objectives in the short term, i.e. reducing the class length from four weeks to three weeks.

Long Term Action Plan
- Once short term action plan has been completed and training delivery has resumed, the SME Workgroup will initiate the comprehensive revision of the curriculum. The actions associated with that process include:

Enclosure 1

Fire Investigator Curriculum

Short Term Action Plan
A short term action plan to facilitate the resumption of training in July 2017 has been developed to address the two critical items that initiated the suspension of training, i.e. administrative controls and certification to the 2014 standard.

Long Term Action Plan
Once short term action plan has been completed and training delivery has resumed, the SME Workgroup will initiate the comprehensive revision of the curriculum. The actions associated with that process include:

Develop Initial Certification Program
Review commercially available curricula for use as base materials IN PROCESS

- Fire Investigator Principles and Practice to NFPA 921 and 1033, Jones & Bartlett
- Fire Investigator, IFSTA

Develop list of “Virginia Specific Material” to be added to base curriculum IN PROCESS

Incorporate Virginia Specific Material into base curriculum

Develop “Bridge” Class

- Develop stand-alone curriculum to cover the Virginia Specific Material identified above

Sustainment and Expansion

- Develop and implement plans for periodic review and update of curricula
- Evaluate and revise content of CFFI modules

Enclosure 2

Proposed Fire Inspector Class Schedule – See enclosure

Enclosure 3

Working Outline of Virginia Specific Material – See enclosure

Enclosure 4

Vote: N/A

Motion Action: N/A

Topic: Training Action Plan

Motions: As cited below;
1. Revise practical testing process to allow the opportunity for two initial practical testing attempts with the second coming on the same day if time allows by a different instruction. A third opportunity after waiting at least 10 days but within 90 days.
2. Revise written testing process to allow the opportunity for two initial testing attempts and a third opportunity. After completing 20% remedial training program certified by AHJ to be effective July 1, 2018.
3. To accept the emergency building sharing and machinery rescue courses as presented.

4. To accept the Rural Water, Basic Pump, LP Gas, as presented.

5. Accept revised DPO and DAO curriculum as presented. **Enclosure 5 (NFPA-1002-14)**

**Topic Discussion:** Dave Jolly, Division Chief of VDFP’s Quality Assurance Division provided the following updates;

**Immediate Action Items:**

1. **All class forms and instructor resource – online access:** VDFP is evaluating which forms can be removed from training course paperwork for online accessibility. Estimated to be completed by January 2018.

2. **Schedule instructor improvement classes:** The instructor in-service is being developed and should be scheduled as part of the upcoming division chief meeting. Meeting will be held in July, will run through December 2017. The course is an 8hr session with mandatory attendance.

3. **Stakeholder feedback on training issues update:** VDFP continues to address the concerns and suggestions after every session.

4. **5 year training plan (draft):** In progress, to be completed for the T/E Committee review prior to the June 2017 meeting.

**Update/Release of the programs**

1. **Hazmat awareness:** Program needs to be updated along with the HMO, progress is pending.

2. **Hazmat Awareness/Operations:** Similar to HMO, this program needs to be updated, progress is pending.

3. **Live Fire Training Certification Class:** Ready to be released early July 2017.

4. Incident Safety Officer Certification Class: Agency needs to extend its accreditation to include the NFPA-1521 standard.

5. **VDFP Strategy and Tactics Attendance Class:** VDFP will pursue a survey of stakeholders to determine the level of need for this course.

6. **VDFP Building Construction Attendance Class (beyond STICO):** Similar to the above class, agency is conducting survey to determine level of need.

**Programs that have been updated but need to be released:**

1. **Instructor III:** To be released July 1, 2017

2. **Officer I/II, III, IV:** To be released July 1, 2017. Chief Baker provided a presentation.

3. **Driver Aerial Operator:** To be released July 1, 2017
a. The committee has finalized the documents and DOA updates are being scheduled. Once its determined how many instructors attend the update then we will work to schedule full TtT if a need exist.

4. **Rural Water Supply**: To be released July 1, 2017.
5. **Basic Pump Operator**: To be released July 1, 2017
6. **LP Gas Emergencies**: To be released July 1, 2017
7. **Emergency Building Shoring**: To be released July 1, 2017
8. **Machinery Rescue**: To be released July 1, 2017
11. **Swift Water Course**: Currently under development. Pilots to take place at the beginning of fiscal year 2018. Expected to be released on January 1, 2018.
12. **Lifting & Moving Course**: To be developed during FY 2018
13. **Breaching & Breaking Course**: To be developed during FY 2018

**Miscellaneous Items**

1. **Train-the-Trainer-MOU Process (Development of Flow Chart)**: Flow Chart Provided in Package. VDFP to develop a communication mechanism to make this process more visible to interested localities.

2. **18 Month Calendar Status**: The current training survey has been disseminated at the beginning of May with a completion deadline of May 31, 2017.
   - The survey has been revamped and updated since last year. VDFP Division Chiefs will work with localities in July to get courses scheduled for the 2018 calendar year and then VDFP will formulate a calendar which will be posted on the agency website.

3. **VDFP-VCCS Meeting to discuss Crosswalk and possible Crosswalk update**: Suggest reaching out to the VCCS Administration staff and setting a meeting in the next thirty days to discuss the previous MOU and develop the steps to move forward. Once that has been done then a workgroup made up of a cross section of the Commonwealth Fire Service along with a cross section of representation from those VCCS locations that have or would like to have the FST programs in their locations.

4. **Quality Control/Assurance update**: The agency has identified three major concerns that need addressing statewide.
   - **I.** Education of the fire service of what the difference is in certification testing compared to training locally to a particular topic or objective. The majority of the fire service are not aware of the testing requirements of NFPA-1000 Standard for Fire Service Professional Qualifications Accreditation and Certification Systems. To this end, the agency has scheduled the first of several offerings at the Virginia Firefighters Conference to address this area.
   - **II.** The instructor’s role in student development and preparation for certification testing. During the recent Driving Development meetings, we have developed a model to use to address this concern.
III. The student’s role in learning in today’s environment. We have much different students today and we need to do a better job in meeting those needs.

5. **VDFP Retesting Policy Update**: Continue to modify policy for accommodation.

6. **Software to access students transcripts, capability to download certificates, instructor access to be able to identify teaching deficiencies.**
   - The current Records Management system does not have the capability to download software or design a component that would allow access to another individual’s transcript or records.
   - Specifications in a new Record Management System may be able to allow these features.

7. **No show policy for classes; funded versus non-funded**: Current policy lacks the ability to be tracked for consistency across the Commonwealth. VDFP working to update the no-show policy and capture the records in the records management system for access amongst the agency.

8. **Traffic Incident Management System (TIMS) class to the Firefighter I program**: The Traffic Incident Management System course is currently undergoing an update by the federal government. This program is a multidiscipline deliver program that would be difficult to deliver in every Firefighter I class throughout the Commonwealth.— requires instructors from VDFP, VDOT, VSP, OEMS, etc. The agency needs to include some additional safety information regarding the overall “Scene Safe” approach that has been mentioned in previous Fire Board meetings to the Firefighter I program but not necessarily the TIMS program.

9. **Metal Health Awareness**: VDFP will work to determine/ develop and acceptable program that will cover the variety of aspects listed under mental health. Once completed, VDFP will determine the number of additional hours needed to be added to existing programs to include this topic.

10. **Cancer Awareness**: VDFP will work to determine/ develop and acceptable program that will cover the variety of aspects listed under cancer awareness. Once completed, VDFP will determine the number of additional hours needed to be added to existing programs to include this topic.

11. **Large Animal Rescue Course**: Being handled by the Technical Rescue Division— Included in the Five Year Strategic Plan for Technical Rescue— Date: TBD

12. **Adjunct Hiring**
   - Screening process completed
   - Interviews to begin the week of May 22nd, 2017
   - New hire meetings to be completed by June 23- orientation and paperwork completed
   - Adjuncts will be on board around July 1, 2017

**Vote**: Unanimous (all motions passed unanimously)

**Motion Action**: To be presented at the next full board meeting scheduled for Friday, June 2, 2017.
Topic: Constant Contact/Training Announcements

Motion: N/A

Topic Discussion: Board was notified that the agency will now be using Constant Contact to keep them informed of announcements etc.

Vote: N/A

Motion Action: N/A

Topic: Bookstore Closing

Motion: N/A

Topic Discussion: Committee requested for VDFP to develop an FAQ page/document for individuals who need to find out where they can receive books/training material in case they do not have access to computer etc.

Vote: N/A

Motion Action: N/A

ADJOURNMENT

The subcommittee adjourned at 11:35am.

Clerk of the Committee

REVIEWED BY:

[Signature]
Brenda Scaife
CAO

Enclosures:
1. Enclosure 1: Fire Inspector Curriculum
2. Enclosure 2: Fire Investigator Curriculum
3. Enclosure 3: Proposed Fire Inspector Class Schedule
5. Enclosure 5: NFPA-1002-14 – Progression of Training Chart