

VIRGINIA FIRE SERVICES BOARD
Training and Education Committee
Hampton Convention Center, Hampton VA
Friday, August 9, 2019
9am

A meeting of the Virginia Fire Services Board Training and Education Committee was held at the Hampton Convention Center on Friday, August 9. Dr. James Calvert, chaired the meeting.

COMMITTEE MEMBERS PRESENT

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

COMMITTEE MEMBERS ABSENT

AGENCY MEMBERS PRESENT

Mohamed Abbamin	Garrett Dyer	Bill MacKay
Mike Reilly		

GUESTS PRESENT

Jerome Williams	John Miller	Richard Harris
Ken Brown	Patrick Meeks	Jeff Flippo
Larry Logan		Larry Gwaltney

CHANGES IN THE AGENDA

N/A

PUBLIC COMMENTS

There were no public comments made.

COMMENTS FROM THE COMMITTEE CHAIR

James Calvert thanked everyone for his or her attendance.

UNFINISHED BUSINESS

NEW BUSINESS

- A. Five Year Training Plan

UNFINISHED BUSINESS

N/A

NEW BUSINESS

Topic: Five-Year Training Plan

Motion: Motion to accept and implement the five year strategic training plan.

Topic Discussion: Dr. Calvert sought to discuss the Five Year Training Plan. The below goals were presented.

Goal 1 – Improve the use of technology within the daily operations of Training and Education. (FY 2019)

Goal 2 – Improve the safe execution, program compliance documentation, and inspection records of NFPA 1403 Compliance in live fire training programs. (FY 2019)

Goal 3 – Implement Fire Instructor of the Year Program - One per Division (FY 2019)

Goal 4 – Transition to a computer-based testing component for written examinations. (FY 2019)

Goal 5 – Evaluate the required class hours and testing component of the certification training programs. (FY 2020)

Goal 6 – Improve the documentation of the fire department membership rosters for the Commonwealth. (FY 2019)

Goal 7 – Collaborate with the Virginia Department of Education to investigate offering Firefighter I & II curriculums components as part of the Commonwealth Science and Technology Centers. (FY 2020)

Goal 8 – Investigate partnerships with private industry representatives to obtain alternative means of financial support for volunteer fire departments and advise jurisdictions regarding the implementation of such alternatives. (FY 2021)

Goal 9 – Increase the availability and awareness of training programs throughout the Commonwealth. (Annually)

Goal 10- Provide up-dated and accurate information on policies and procedures related to training. (Annually)

Vote: Unanimous

Motion Action: Motion Carries

ADJOURNMENT

The Committee adjourned at 9:30am

Clerk of the Committee
Mohamed Abbamin, Clerk of Committee

REVIEWED BY:

APPROVED

Brook Pittinger
Deputy Executive Director

Friday, August 9, 2019
Date

Enclosure 1: Training Plan

Virginia Fire Services Board

MOTION

Committee (check one): Fire Education & Training Fire Prevention & Control
 Finance Administration & Policy Virginia Fire Services Board

Date: 07/09/2019

Motion made by: Committee or name: Fire Education & Training (Jim Calvert)

Second (if required): _____

Signature of presenter of motion: James Alan Calvert

MOTION TO:
Approve the Virginia Five Year Strategic Training Plan as approved by the Fire Education & Training Committee.

Amended: (y/n) _____

Motion Carried: <u>X</u>	Vote: Unanimous: <u>X</u>
Motion Failed: _____	Majority: _____
	Abstentions: _____

Updated: 8/14/2019

**VIRGINIA
FIVE YEAR STRATEGIC
TRAINING PLAN**



Fiscal Years 2020 to 2024

Effective August 1, 2019

Prepared by:
Virginia Fire Services Board
Virginia Department of Fire Programs

Updated: 8/14/2019

**Message from the Fire Education and Training Committee
Dr. Jimmy Calvert, Chair**

We are pleased to present the Five-Year Strategic Training Plan for the Virginia Fire Services Board. This plan outlines the Virginia Fire Services Board's critical goals and objectives related to fire service training. This plan shall serve as a guide for enhancing existing training services while building on new initiatives to assist the Virginia Department of Fire Programs and Virginia's Fire Services Stakeholders in meeting their goals of saving lives and protecting property.

The foundation for this plan was established as a joint venture between the Virginia Fire Services Board, stakeholder groups, and the Virginia Department of Fire Programs staff. Our goal was to develop a strategic training plan that would outline the goals for the next five years and beyond. The plan is to be considered a living document. As current goals are achieved, new goals will be added as needed in order to meet the changing needs of the stakeholder groups. The plan will be reviewed and updated annually. By implementing the plan the stakeholders will be able to continue fulfilling their mission of saving lives and protecting property.

Virginia Fire Services Board

The Virginia Fire Services Board is created within the Virginia Department of Fire Programs pursuant to [§ 9-1-202 of the Code of Virginia](#). Further, pursuant to [§9.1-203, A, 2 of the Code of Virginia](#) the Board is given the authority for this Five-Year Strategic Training Plan, as seen below.

About the Fire Education & Training Committee

The Committee on Fire Education and Training shall be responsible for providing information and making recommendations to the Virginia Fire Services Board on developing a five-year (5) statewide plan for fire education and training, providing technical assistance and advice to local fire departments and fire service organizations and local governments; developing personnel standards for fire service personnel; providing criteria for training schools for fire service personnel and rendering assistance to local fire departments and volunteer fire companies in training firefighters.

About the Five Year Strategic Training Plan

This document provides goals and objectives to address strategic training issues for the fire service in the Commonwealth of Virginia. For the purposes of this document, a goal is a broad statement of the long-term results needed to accomplish the organization's mission and achieve its vision. An objective is a description of the results that, when achieved, move an organization toward its stated goal(s).

The Fire Education & Training Committee, with input from Virginia's fire service stakeholders and the Division Chiefs of the Virginia Department of Fire Programs, has developed this Five Year Strategic Training Plan. This document will be updated *annually* through continued stakeholder feedback and the inclusion of emerging strategic issues in the fire service community.

[§ 9.1-203. Powers and duties of Virginia Fire Services Board; limitation.](#)

- A. The Board shall have the responsibility for promoting the coordination of the efforts of fire service organizations at the state and local levels. To these ends, it shall have the following powers and duties to:
 1. Ensure the development and implementation of the Virginia Fire Prevention and Control Plan;
 2. Review and approve a five-year statewide plan for fire education and training;
 3. Approve the criteria for and disbursement of any grant funds received from the federal government and any agencies thereof and any other source and to disburse such funds in accordance therewith;

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4. Provide technical assistance and advice to local fire departments, other fire services organizations, and local governments through Fire and Emergency Medical Services studies done in conjunction with the Department of Fire Programs;
 5. Advise the Department of Fire Programs on and adopt personnel standards for fire services personnel;
 6. Advise the Department of Fire Programs on the Commonwealth's statewide plan for the collection, analysis, and reporting of data relating to fires in the Commonwealth;
 7. Make recommendations to the Secretary of Public Safety and Homeland Security concerning legislation affecting fire prevention and protection and fire services organizations in Virginia;
 8. Evaluate all fire prevention and protection programs and make any recommendations deemed necessary to improve the level of fire prevention and protection in the Commonwealth;
 9. Advise the Department of Fire Programs on the Statewide Fire Prevention Code; and
 10. Investigate alternative means of financial support for volunteer fire departments and advise jurisdictions regarding the implementation of such alternatives.
- B. Except for those policies established in § [38.2-401](#), compliance with the provisions of § [9.1-201](#) and this section and any policies or guidelines enacted pursuant thereto shall be optional with, and at the full discretion of, any local governing body and any volunteer fire department or volunteer fire departments operating under the same corporate charters.

Five Year Strategic Training Plan

1. Goal 1 – Improve the use of technology within the daily operations of Training and Education. (FY 2019)

Objectives

1. Find innovative methods to reduce the total amount of paperwork burden imposed on stakeholders.
 - a. Allow stakeholder to submit training request online.
 - b. Provide electronic course paperwork to the locality and/or instructors.
 - c. Online only student and course registration.
2. Reduce the school processing times within the agency.
 - a. Streamline processes to reduce course processing times within the agency.
 - b. Online student feedback
 - c. Online certification printing

2. Goal 2 – Improve the safe execution, program compliance documentation, and inspection records of NFPA 1403 Compliance in live fire training programs. (FY 2019)

Objectives

1. Provide students with safe live fire training evolutions in properly inspected facilities.
 - a. Create required documentation packages that will assist the VDFP Funded Live Fire Facilities in safely performing live fire evolutions and the completion of the required inspections according to NFPA 1403.
 - b. Develop and communicate the execution, documentation, and inspection policy changes/expectations to educate the VDFP Funded Facility Owners on the purpose of the policy change (e.g. safe execution of live fire evolutions, prevention of live fire facility damage due to facility misuse, traceability of live fire facility use and inspection, etc.).

3. Goal 3 – Implement Fire Instructor of the Year Program - One per Division (FY 2019)

Objectives

1. Develop Criteria/ Eligibility for Fire Instructor of the Year Program.
2. Develop an application process for Fire Instructor of the Year.
3. Develop submission time frames for potential award recipients.

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4. Award individual Division Fire Instructor of the Year annually at the Virginia Fire Chief's Conference while also awarding Commonwealth Fire Instructor of the Year award annually at the Virginia State Firefighters Conference.
 - a. Commonwealth Fire Instructor of the year will be chosen from Division Fire Instructor award recipients.

4. Goal 4 – Transition to a computer-based testing component for written examinations. (FY 2019)

Objectives

1. Provide students with test results in a timely manner.
2. Provide students with an assessment of strengths and weaknesses of test results.
 - a. Correlate the testing to specific JPR's.
 - b. Provide feedback to students on their overall test results as it relates to the specific JPR's.
3. Allow the agency to better understand the pass/ fail percentages within each discipline.

5. Goal 5 – Evaluate the required class hours and testing component of the certification training programs. (FY 2020)

Objectives

- a. Evaluate the current certification class hours in relation to the regulatory requirements and perform an evaluation of possible/needed training program changes.
- b. Seek input from stakeholder regarding the class time and resource requirements and practical and written examination measurements.
 - a. Receive feedback from stakeholder as to whether the written and practical testing should be measured together or independently.

6. Goal 6 – Improve the documentation of the fire department membership rosters for the Commonwealth. (FY 2019)

Objectives

1. Update the Virginia Department of Fire Programs Database for the Commonwealth of Virginia fire department membership.
 1. Allow the agency to ensure the accuracy of their training database to permit more comprehensive evaluations of the training needs of the Commonwealth Firefighters.
 2. Improve the documented membership of the Commonwealth of Virginia Fire Departments to allow for efficient execution of line of duty related fatalities

and disease presumption benefits evaluations (Line of Duty Act § 9.1-400).

7. Goal 7 – Collaborate with the Virginia Department of Education to investigate offering Firefighter I & II curriculums components as part of the Commonwealth Science and Technology Centers. (FY 2020)

Objectives

1. Utilize Governor Northam’s “Virginia is for Learners” Education Initiative of maximizing the potential of all students to meet the needs of the Commonwealth’s Fire Service. With the current projected need of the fire service related to the reduction of volunteerism, this program could assist the training of the next generation of the Commonwealth’s Fire Service for both career and volunteer ranks. This initiative could ensure that the Commonwealth’s public education system is positioned to achieve equitable academic outcomes for students to become interested in the fire service as a career.

8. Goal 8 – Investigate partnerships with private industry representatives to obtain alternative means of financial support for volunteer fire departments and advise jurisdictions regarding the implementation of such alternatives. (FY 2021)

Objectives

1. Develop an informational program that outlines the importance of the volunteer fire service to the business continuity of members of private industry.
2. Communicate the training needs of the Commonwealth of Virginia’s Volunteer Fire Service and private industries potential role in meeting this need while enhancing their emergency preparedness and business continuity needs.

9. Goal 9 – Increase the availability and awareness of training programs throughout the Commonwealth. (Annually)

Objectives

1. Research and provide feasibility and cost analysis study of training throughout the Commonwealth.
 - a. Determine an approximate cost per year that the agency would incur with increased training.
 - i. Review cost saving strategies to provide additional training at a reduced cost.

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2. Seek and develop alternative educational opportunities for current and potential students to enhance their professional development through advanced training courses (e.g. National Fire Academy, Department of Homeland Security, etc.).
 3. Determine and implement alternative learning platforms that would allow students greater access to training.
 - a. Online course availability
 - b. Distant learning opportunities
 4. Conduct at least seven (7) stakeholder feedback sessions per year to receive input on additional training needs and course opportunities throughout the Commonwealth.
 5. Pursue grant opportunities to enhance training availability throughout the Commonwealth.
 6. Improve public/private partnership collaboration to enhance training opportunities.
 7. Review and collaborate with the Virginia Community College System (VCCS) to provide a crosswalk between VDFP delivered programs and Virginia Community College Programs.
 8. Utilization of 18 month training calendar
 - a. Provide students with an awareness of training opportunities over the course of 12-18 months.
 - b. Assist the agency with course scheduling amongst the different training divisions.
 - c. Strategically plan and place courses to ensure full course enrollment to better utilize agency funding.
- 10. Goal 10- Provide up-dated and accurate information on policies and procedures related to training. (Annually)**

Objectives

1. Update the Department of Fire Program's Training Policies and Procedures manual every five (5) years or sooner.
2. Conduct at least 14 Instructor in-service updates annually to provide guidance and receive input to enhance training needs throughout the Commonwealth.
3. Keep the most current forms, policies, and procedures located on the agency's website.

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Agency Accreditation

Virginia Department of Fire Program's visit for Pro-Board will be in the November 2019 timeframe with IFSAC visitation scheduled for October 2019. The Agency's objective is to be dually accredited with the same levels.

In order to accomplish the reaccreditation effort, the Agency will have to complete an extensive review of all policies as it relates to testing as well as ensure each of the programs has all the required documentation. The first step is to educate the fire service what the accreditation is/is not. NFPA-1000-17 Standard for Fire Service Professional Qualification Accreditation and Certification Systems was updated since the last site visit.

ProBoard Accredited

NFPA Standard	No.	Levels to which Agency is Accredited
Firefighter	1001	Firefighter I, II
Driver/Operator	1002	Pumper, Aerial
Airport Firefighter	1003	Airport Firefighter
Marine Firefighter	1005	Marine Firefighter
Rescue Technician	1006	Rope Rescue I/II; Trench Rescue I/II; Confined Space Rescue I/II; Vehicle I, II, I/II; Machinery I, II, I/II
Fire Officer	1021	Fire Officer I, II, III, IV
Fire Inspector	1031	Fire Inspector I, II, I/II
Fire Investigator	1033	Fire Investigator
Public Fire Educator	1035	Public Fire Educator I, II
Fire Instructor	1041	Fire Instructor I, II, III
Haz Mat	472	Awareness; Operations Core; Operations Mission Specific: PPE & Product Control

IFSAC Accredited

NFPA Standard	No.	Levels to which Agency is Accredited
Hazardous Materials	472	Awareness
Fire and Life Safety Educator	1035	Level I, II
Fire Inspector	1031	Level I, II
Fire Investigator	1033	Investigator

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NFPA Standard Revision Cycle

2019-2023 (Revision Date)

The agency is accredited to the Standards that are **bolded**. The goal is to ensure it meets the needs of the first responder community and ensure it is compliant with the applicable NFPA Standard. The revision cycle for NFPA Standards (every three to five years)

2019	2020	2021	2022	2023
1021 Fire Officer Professional Qualifications (2014)	1031 Fire Inspector and Plan Examiner Professional Qualifications (2014)	1000 Fire Service, Public Safety and Related Personnel to Professional Qualifications Accreditation and Certification Systems (2017)	1001 Fire Fighter Professional Qualifications (2019)	1041 Fire Service Instructor and Emergency Services Professional Qualifications (2019)
1521 Fire Department Safety Officer Professional Qualifications (2015)	1033 Fire Investigator Professional Qualifications (2014)	1072 Haz-Mat/WMD Emergency Response Personnel Professional Qualifications (2017)	1081 Industrial Fire Brigade Personnel Professional Qualifications (2018)	1003 Airport Fire Fighter Professional Qualifications (2019)
1051 Wildland Fire Fighting Personnel Professional Qualifications (2016)	1035 F&LSE, PIO, YFIS, and YFPM Professional Qualifications (2015)	1006 Technical Rescuer Professional Qualifications (2017)	1026 Incident Management Personnel Professional Qualifications (2018)	1005 Marine Fire Fighting for Land-Based Fire Fighters Professional Qualifications (2019)
1071 Emergency Vehicle Technician Professional Qualifications (2016/2020)	1037 Fire Marshal Professional Qualifications (2016)	1002 Fire Apparatus Driver/Operator Professional Qualifications (2017)	1061 Public Safety Telecommunication Personnel Professional Qualifications (2018)	1091 Traffic Control Incident Management Personnel Professional Qualifications (2019)

influences the review and updating of VDFP programs.

Currently, the Agency ensures it updates the program and testing within the allotted 24 months of the release of a new edition.

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Over the next five years, VDFP expects to be requested on extending its accreditation for standards such as NFPA-1026 Incident Management Personnel and NFPA-1091 Traffic Incident Management.

The Agency's reaccreditation is scheduled for completion by Calendar Year 2019. Therefore, VDFP should identify any new levels within the current standard it is accredited for and/or address the need to extend to a new standard so it can be completed as part of the upcoming submission to the accreditation organizations.

Training funding and Spending Allocations

Approximately \$4.5 million allocated towards training

Training Program Support	\$1.8 Million	42%
Direct Delivery of Training	\$1.8 Million	42%
Office and Equipment Rentals	\$354,000.00	9%
New Training Equipment	\$200,000.00	4%
Equipment Maintenance/ Repair	\$200,000.00	4%