

**VIRGINIA FIRE SERVICES BOARD
Administration, Policy and Finance
February 22, 2007**

A regular meeting of the Committee on Administration, Policy and Finance was held at the Virginia Beach Convention Center in VA Beach, VA at 3:00 pm. Mr. Dennis Mitchell served as Chair.

COMMITTEE MEMBERS PRESENT

Kenneth J. Brown
J. Chris Kollman
Dennis Mitchell – Chair
Michael Reilly
William Kyger Jr.
Brian Mullins

COMMITTEE MEMBERS ABSENT

VFSB MEMBERS PRESENT

Thomas Fuqua
Tom Moffett
Gary Eads
Richard Burch
Gary Eads

AGENCY MEMBERS PRESENT

Brook Pittinger
Christine Lopilato
Teresa Duncan
Billy Shelton
Dave Jolly
Angela Alston

GUESTS PRESENT

Charlie Singleton
Chief Bruce Crow
Larry Gwaltney

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

THE CHAIR ASKED THAT WE RECESS AND RECONVEIN AFTER FINISH OF PREVENTION AND FIRE CONTROL MEETING.

The Chair asked if there were any additions and/or corrections to the minutes of the December 2006 meeting. With no changes to the minutes, the December 14, 2006 meeting minutes were approved.

Motion: To approve December 2006 meeting minutes

Discussion: No discussion

Vote: Motion carried

Action: Minutes Approved

CHANGES TO THE AGENDA

None

UNFINISHED BUSINESS:

- A. Policy for Governor's excellence in the fire service awards
- B. Work load distribution for committees

NEW BUSINESS:

None

PUBLIC COMMENTS

None

COMMENTS FROM THE VDFP LIAISON(S)

**VIRGINIA FIRE SERVICES BOARD TRAINING COMMITTEE REPORT BY THE VDFP
BRANCH CHIEF OF TRAINING & ADMINISTRATIVE SUPPORT**

Teresa Duncan provided the following report:

Human Resource Management

- See attachment/ Vacancy Listing

IT/ VFIRS

- 2006 Fire Service Needs Assessment Survey completed and copies were hand carried to the General Assembly as well as mailed out to stakeholder groups and board members.
- VFIRS standard reports have been provided for your information.

Marketing & Communications

- Planning has begun for the Firefighters Memorial Ceremony on June 2nd. Very excited to have local celebrity Susan Greenbaum, who will be singing her entry for state song. We will be honoring two fallen firefighters:

John Paul Memory – Carrollton Volunteer Fire Department

Jerry Wayne Hall – City of Richmond

- Postcard mailed to all fire departments with the Save-A-Dates that include board meetings and other stakeholder key dates ie. Conferences, Fire Prevention Week, etc.
- 2006 VDFP Annual Report distributed.
- Mark has a booth/ display for the State Fire Chief Conference.

Policy & Legislation

- 2007 General Assembly:
 - SFMO **(transfer to VDFP; has cleared both houses and now at the Governor's office for bill to be signed. If signed this move will be effective 7/1/2008 for the FY 2009.**
 - \$24 mil entitlements **(did not make it through the General Assembly)**
 - The other two items (Red Lights and Survivor Benefits) did not make it out of the Secretary's office.
- VDEM/VDFP Summit – March 28, 2007 in Roanoke **County at their new EOC**

Procurement

- New procurement manager planning road trip for training and seek input on needs of the division offices.
- Secretary of Public Safety Procurement Fair in Roanoke on March 27th. **If any board members are in the area you may want to stop by that day.**

Budget & Grants

- Meet with DCJS and with their cooperation we have completed travel reimbursements for the addendum expenses for adjunct instructors to receive the additional reimbursement amount for the mileage they incurred from October 1st to current. Payment should have been received by February 16th.

I will now at this time turn the floor over to Christine Lopilato to give you a budget and grant update.

VIRGINIA FIRE SERVICES BOARD TRAINING COMMITTEE REPORT BY THE VDFP GRANTS & LOCAL AID MANAGER

ENCLOSURE #1-5

- VFSB Budget versus Expenditures Detail
- ATL – update on Forfeitures List

- Burn Buildings
 - Revised FY2007 Spending Plan
 - Cash Obligations and Availability as of January 31, 2007
- Training Mini Grants – funds scheduled for disbursement by March 15th
 - Statements of Cash Flow – Interest Account as of January 31, 2007
- VFIRS Hardware Grants – funds scheduled for disbursement by March 15th

Full VFSB

- Mileage rate of 48.5 cents/mile effective January 1, 2007

Dennis Mitchell thanked VDFP for their financial record keeping.

Charlie Singleton asked which town sent their application in twice because they still did not have the appropriate information on their application.

Tommy Fuqua commented Franklin County asked to be put in the 2009 grant funding and now is asking to be placed in the 2008 grant funding.

Gary Eads commented that it may be advantageous for Franklin County to stay in their originally requested funding year since funds for FY 08 have been dedicated.

Dennis Mitchell says there may be some motions dealt with later that may allow Franklin County an opportunity for funding in 2008.

Dennis Mitchell asked if the Board transfers the interest money to another account will it be protected.

Christine Lopilato replied, “no you have to actually obligate the funding for it to be protected.

COMMENTS FROM THE COMMITTEE CHAIR

Tommy Fuqua stated that Franklin County originally applied for the 2009 funding but now they are requesting funding beginning 2008.

Dennis Mitchell asked the Board if they wanted to reconsider VA Beach’s Burn building Motion now that the Board is aware of the additional interest funds.

Richard Burch relays that he still thinks it is a good idea to view the plans first and to also view all burn building applications before deciding where to place those funds.

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE EDUCATION AND TRAINING

Topic: VA Beach be considered for reimbursement in the amount of \$47,046.

Motion: VA beach will be considered for reimbursement in the amount of \$47,046

Discussion: Richard Burch commented that the Board should look at all burn building applications.

Billy Kyger agrees with funding VA Beach's repair project.

Comments/Questions: None

Vote: Majority

Action: Motion Carried

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE PREVENTION AND CONTROL

Topic: Burn Building Grant monies

Motion: To hold off on any new applications for burn buildings until spending plan is set in place.

Discussion: None.

Questions/Comments: None

Vote: Unanimous

Action: Motion Carried

Topic: Burn Building Grant monies (motion withdrawn)

Motion: To withdraw previous motion to hold off on any more burn buildings until spending plan is set (based on new information).

Discussion: None.

Questions/Comments: None

Vote: Unanimous

Action: Motion carried

Topic: Smoke Alarms

Motion: To recommend that \$50,000 from the interest money be granted to partner with VDFP to establish a CO detector program.

Discussion: None.

Questions/Comments: None

Vote: Unanimous

Action: Motion carried

UNFINISHED BUSINESS

Topic: Policy for Governor's excellence in the fire service awards

Motion: That state employees be included in Governor's awards

Discussion: none

Questions/Comments: none

Vote: Unanimous

Action: Motion Carried

Topic: Work load distribution for committees

Motion: That we relocate burn buildings requests for repairs and renovations to the Finance committee for evaluation and recommendation.

Discussion: none

Questions/Comments: None

Vote: Unanimous

Action: Motion carried

ADJOURNMENT

The Committee adjourned at 4:30 pm

Clerk of the Committee
Angela Alston

REVIEWED BY:



3/07/07

Teresa Duncan, VDFP Liaison

Date



3/07/07

Christine Lopilato, Grant & Local Aid Manager

Date

Enclosures:

1. VFSB Budget versus expenditures detail
2. ATL – update on Forfeitures List
3. Burn Buildings
 - o Revised FY 2007 Spending Plan
 - o Cash Obligations and Availability as of January 31, 2007
4. Training Mini Grants-funds scheduled for disbursement by March 15th
 - o Statements of cash Flow-Interest Account as of January 31,2007
5. VFIRS Hardware Grants-funds scheduled for disbursement by March 15th

Additional Informative Enclosures referencing VFIRS

1. VFIRS Participation-CY2006
2. Summary by Incident Type
3. VFIRS Dashboard 2006