

**VIRGINIA FIRE SERVICES BOARD**  
**Administration, Policy and Finance**  
**April 8, 2010**

A regular meeting of the Committee on Administration, Policy and Finance was held at the VDFP Headquarters in Glen Allen, VA at 2:00 pm. Mr. Richard E. Burch, Jr served as chair.

**COMMITTEE MEMBERS PRESENT**

*Richard E. Burch Jr. – Committee Chair –Virginia Fire Services Council*  
Michael Reilly – Full VFSB Chair – Virginia Chapter of the International Association of Arson Investigators  
Kenneth J. Brown - Vice Chair & Burn Building Subcommittee Chair – Virginia State Firefighter’s Association  
Mike Armstrong – VA Chapter of the International Society of Fire Service Instructors  
Kaye Brown – Virginia Municipal League  
Felix Sarfo-Kantanka, Jr. – General Public  
Brian Mullins – Virginia Board of Housing & Community Development

**COMMITTEE MEMBERS ABSENT**

Ed Altizer – Virginia State Fire Marshal  
Bill Kyger – Association of Counties

**VFSB MEMBERS PRESENT**

Ken Jones	Carl Garrison	Elaine Gall
Tom Moffett	Robert Scott	

**AGENCY MEMBERS PRESENT**

Billy Shelton	Dave Jolly	Russ Chandler
Brook Pittinger	Christine Lopilato	Tyhisha Pittman
Amanda Wood	Don Hansen	

**GUESTS PRESENT**

Kurt Kight

**APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING**

The Chair asked if there were any additions and/or corrections to the minutes from the February 2010 meeting. With no changes to the minutes the February 25, 2010 meeting minutes were approved.

**PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**

**ROLL CALL**

## CHANGES IN AGENDA

### Unfinished Business

- A. Louisa County Fire & EMS Study Update
- B. Fire & EMS Follow-up Survey

### New Business:

- A. Nominations for VFSB Chairs
- B. Training & Education Meeting Times
- C. VFSB Lifetime Achievement Awards

## PUBLIC COMMENTS

There were no public comments.

## REPORT BY THE VDFP LIAISON Director of Administration

Brook Pittinger provided the following report:

### IT/ VFIRS:

- The updated *2009 Summary by Incident Type Report* was emailed to the VFSB members on Tuesday, March 31, 2010 and is also available on the Agency's website. For calendar year 2009 there was a total of **645,119** incidents reported in VFIRS. The following is a snapshot of the data contained in this report:
  - Fires - **26,139** (4.1%); EMS - **424,182** (65.8%); Other Calls - **194,798** (30.2%)
  - Aid Given (Mutual/Automatic) - **34,331**; Fire Exposures - **487**
  - Grand Total - **679,937**
  - Total Fire Dollar Loss - **\$278,180,173** (\$278 Million)
  - Civilian Fire-Related Casualties - **450** (Injuries - 382, Deaths - 68)
  - Fire Service Casualties (All Incident Types) - **342** (Injuries - 341, Deaths - 1)
  - Top Three Causes with Residential Structure Fire Causes - Heating (15.8%), **Cooking (33.0%)**, Unknown (29.2%).
- The VFIRS *2009 Annual Report* will be ready for e-mail distribution on May 1, 2010. A copy of this report will be provided to all VFSB members and also posted on our website.
- The VFIRS section continues to work with fire departments on recording fire dollar loss.
- VFIRS reports are available on VDFP's website at [www.vafire.com](http://www.vafire.com).

### Marketing & Communications:

- Conferences - VDFP had a booth/exhibit at last week's Virginia Emergency Management Symposium. The symposium was well attended and we had a good flow of traffic at the booth. This was the first time in 3 years we had attended this conference, but we plan to make this an annual event. Our next scheduled statewide conference is the Virginia State Firefighters Association Conference in August.
- Fallen Firefighters Memorial Service – Plans are still shaping up nicely for the service in June. The most significant changes this year relate to the number of firefighters being honored (6) and the involvement of the new administration. SPS has indicated a very high level of interest in the service.
- LODD training class – In conjunction with the Memorial Service, we are hosting a Line of Duty Death training class on Friday, June 4 (the evening prior to the service) at the Chesterfield Fire Training Center. Currently we have almost 30 individuals registered for the training and hope to raise that number to 50 or more.
- MTR Conference – Mark Buff will be attending a Memorial, Tribute & Remembrance Conference hosted by the National Fallen Firefighters Foundation in mid-April in Tampa, FL. The information being covered at this conference should offer some good strategies to improve our state Memorial Service.
- New Agency Brochure – The agency plans to produce a new tri-fold brochure which will incorporate significant changes at the agency that have occurred since the current brochure was produced several years ago.
- Fire Safety for Seniors – At the request of SPS, the agency recently produced a brochure focusing on fire safety for Virginia's seniors. The brochure is available at the website for either viewing or printing.

**Policy, Planning & Legislation:**

- The Agency will be publishing a 2010 Virginia General Assembly (VGA) report in our next newsletter. A copy of the report will be emailed to all VFSB members and posted on the Agency's website.
- All state Agencies will be closed on Friday, May 28, 2010 for the mandatory furlough day.
- Erin Rice from the Secretary of Public Safety's Office is going to be working for VDFP as a Policy & Communications Analyst beginning May 10<sup>th</sup>. Erin will be working out of the Division 5 Hampton Office. Erin will be assisting with the Board's Fire & EMS studies.
- The Agency is also recruiting for a full time Policy Analyst that will be the Board's Board Clerk.

**REPORT BY THE VDFP LIAISON  
Director of Finance**

The following information was reviewed by Christine Lopilato:

## Budget Report

- Statement of Cash – Interest Account as of February 28, 2010 – Enclosure 1
- Burn Buildings Cash Obligations and Availability as of February 28, 2010 – Enclosure 2
- FY2010 Burn Buildings Spending Plan – Enclosure 3
  
- Mobile Burn Building Project Update
  - Mobile burn building units 1 and 2 have been certified at 25% completion; first installment disbursement made
  - Mobile burn building unit 3 is in process of being certified at 25% completed
- Request for one VFSB member to attend the ICC meetings in Dallas TX in June 2010 has been approved by the SPS. Funding will be provided from the VFSB's budget to send Ed Altizer to attend the conference.

## Grants and Local Aid Report

- ATL
  - FY09 ATL (funding expires 6/30/2010) – Enclosure 4
    - 99.9% of total FY09 funds disbursed
    - 99.1% of 324 localities (321 jurisdictions released)
    - FY 2009 Forfeitures:
      - Occoquan, Town \$8,000 (documents received 4/5/2010)
      - Port Royal, Town \$8,000 (documents received 4/6/2010)
      - Scottsburg, Town \$8,000 (documents to be received by 4/12/2010)
  - FY10 ATL (funding expires 6/30/2011) – Enclosure 5
    - 89.0% of total FY10 funds disbursed
    - 84.0% of 324 localities (272 jurisdictions released)
  - 3Q10 disbursement released in late March 2010
  - 4Q10 disbursement scheduled for June 18, 2010
  - Second notification letters to potential forfeitures (3 listed above) sent out 3/15/2010, personal calls made 3/26/2010.
  - Final notification will be sent in early June in the Annual Packages
  
- Burn Building Report – Enclosure 6
  - Summary – New Construction
    - Franklin County: Project completed, final inspection completed, working on correcting deficiencies: electrical outlet for TMS and Alarm and light system; project completion is on target by the 6/30/2010 deadline.

**Topic: Montgomery County Extension - Enclosure 7**

**Motion:** To refer the Montgomery County request for a six month time extension to the Burn Building Subcommittee.

**Discussion:**

It was noted that the request for extension was not sent through the Burn Building Subcommittee.

In the process of developing building plans. Project completion deadline is 6/30/2010. Locality submitted new building permit to VDFP by 12/31/09, which reflected the VFSB extended deadline. Building plans were due to VDFP by 12/31/2009 at the same time as the submission of the valid building permit; however, the locality failed to submit the building plans with the valid building permit. At this time, the locality is claiming it is unable to produce building plans due to weather conditions. As of 4/1/2010, the locality still has not completed working building plans for submission to VDFP for review. When the VFSB granted the 6-month extension of 12/31/2009 for submission of a valid building permit and building plans, it was made clear to the locality that no further extensions would be made, and the project completion deadline would remain 6/30/2010. The locality has submitted a letter requesting a 6 month, no-cost time extension through 12/31/2010 for project completion.

**Vote:** Unanimous

**Action:** To refer the request to the Burn Building Subcommittee.

**Topic: Fauquier County Extension - Enclosure 8**

**Motion:** To refer the Fauquier County request for a six month time extension to the Burn Building Subcommittee.

**Discussion:**

It was noted that the request for extension was not sent through the Burn Building Subcommittee.

The Structures Group has provided final approval of construction documents on 3/23/2010. The locality was funded 7/1/2008 with an original project completion date of 6/30/2010; the locality has received one extension for the submission of a valid building permit and building plans of 12/31/2009 with no extension to the original project completion deadline of 6/30/2010. The locality has submitted a request for a 6-month no-cost time extension through 12/31/2010 for project completion.

**Vote:** Unanimous

**Action:** To refer the request to the Burn Building Subcommittee.

- Summary – Renovations/Repairs
  - Henrico County: The locality corrected its signage deficiencies; final payment of \$12,880 was disbursed by 3/31/2010.
  - Shenandoah County: Provided a valid building permit to DFP by 12/31/2009. Meetings held with contractors/subcontractors, and timelines for the project were set. Project deadline remains 6/30/2010.
  - Charlottesville, City: Inspection completed, deficiencies corrected and re-inspected. Project closed and payment disbursed by 3/31/2010.
- Localities to make presentations:
  - No jurisdictions are scheduled to make presentations at this meeting; however, VDFP expects that Fauquier may appear.
- Burn Building Questionnaires were sent out. Due date is April 23, 2010. Received Franklin County's questionnaire, completed but not interested in appearing before Subcommittee.

#### **COMMENTS FROM THE BURN BUILDING SUBCOMMITTEE CHAIRMAN**

The following items were discussed at the Burn Building Subcommittee meeting held on Wednesday, March 3, 2010.

**Topic: Enhanced Training Facilities**

**Motion:** NA

**Discussion:**

At the January 2010 subcommittee meeting, Ken Brown requested that the subcommittee develop the concept of an enhanced training facility so that the Board can do the most good with the funds the Board has available. It was noted that an enhanced training facility would be the expansion on an existing facility and not the construction of a new facility.

The Agency provided the subcommittee with a report that documents the training capabilities of the training facilities within the Commonwealth of Virginia (Enclosure 1).

The Agency is also going to update the Fire Stations and Burn Buildings map (this project is done in conjunction with VDEM). It was requested that the Agency

modify the map to have layers so that fire stations can be separated from burn buildings and vice versa.

It was noted that there are several burn buildings with the following deficiencies:

- Have flat roofs as opposed to pitch roofs;
- Lack ventilation simulators;
- Lack of laddering capabilities;
- Lack of search and rescue capabilities; and
- May-day props (secondary prop).

The following were noted as the FFI & FFII requirements for burn buildings per the NFPA guidelines:

- 1) Ladders
  - 2) Ventilation
  - 3) Search and rescue
  - 4) Hose
  - 5) Ropes and knots
  - 6) Self-Contained Breathing Apparatus (SCBA)
  - 7) Salvage
  - 8) Overhaul
  - 9) Sprinklers
  - 10) Forcible Entry
- Portable Fire extinguishers\*
  - Wildland ground cover fires\*
  - Water supply\*

\*Separate building/space not required.

It was recommended that the Board review the existing burn buildings using the below schedule:

Phase 1: review of existing burn buildings to determine which ones are unable to deliver the 10 practical requirements of NFPA 1001 (as listed above). Bring all existing burn buildings up to the minimum requirements for FFI and FFII.

Phase 2: Development/definition of a new grant program titled Regional Fire Services Training Facilities to provide funding for training elements beyond NFPA requirements for FFI & FFII training.

It was requested that the subcommittee be provided with a listing of existing burn buildings to determine which burn buildings meet the FFI & FFII NFPA 1001 requirements, and which ones are deficient. It was requested that the listing be provided back to the subcommittee by July.

The following are proposed eligible grant funding programs under the Regional Fire Services Training Facility Grant Program (definition to date, not yet finalized or approved by the VFSB):

- 1) Mayday Simulator, including the training elements:
  - Denver drill
  - Columbus drill
  - Ladder Bail drill
  - Wall Breach drill, and
  - Stair carry
- 2) Drafting Pit (excluding the installation of dry hydrants), including the training elements
  - Water supply
  - Hydrant operations
  - Flow testing, and
  - Basic pump operations
- 3) LP Gas Simulator, including the training elements
  - LP gas props, and
  - Vehicle fire prop
- 4) Flashover Simulator

It was asked whether a locality could apply for the Regional Fire Services Training Facility Grant Program if the four aforementioned props are removed from the Training Mini-Grants program and funded under the Regional Fire Services Training Facility Grant Program. The subcommittee agreed that this will have to be examined under the development of the Regional Fire Services Training Facility Grant Program policy.

**Vote:** NA

**Action:** NA

**Topic:** Process Evaluation

**Motion:** NA

**Discussion:**

At the January 2010 Burn Building Subcommittee meeting, it was requested that the Agency and Board develop a process that allows a locality that receives a Burn Building grant to provide feedback on the Burn Building grant process once the locality has completed their project. The intent of the feedback survey/questionnaire is to give the Agency and Board an opportunity to hear from the localities and also create a mechanism for the Agency and Board to make changes to the grant process, if needed.

The subcommittee reviewed the survey/questionnaire and discussed beta testing the survey on the following localities: Franklin, Roanoke, Buckingham, Fauquier (in process), and Montgomery (in process).

The subcommittee would like for the aforementioned localities to attend the May 13<sup>th</sup> meeting and provide their feedback.

**Vote:** NA

**Action:** NA

**Topic: Burn Building Prop Cost Analysis**

**Motion:** NA

**Discussion:**

Per the Subcommittee's request, The Structures Group (TSG) provided the subcommittee with a summary of the cost analysis for each burn building prop.

TSG provided a review of the cost analysis for the subcommittee, which examines the national cost index and the cost breakdown for the regional areas in Virginia.

It was discussed that the Board may utilize the cost analysis to make adjustments for burn building grant allotments based on regional indexes (i.e. burn building grant allotment (\$400,000), plus A&E (\$30,000), and adjusted for regional indexes). Further discussion was tabled until the July 2010 subcommittee meeting.

**Vote:** NA

**Action:** NA

**COMMENTS FROM THE COMMITTEE CHAIRMAN**

The chair thanked everyone for their commitment to the Committee and their hard work.

**FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE EDUCATION AND TRAINING**

There were no financial issues from the committee on Fire Education and Training.

**Topic: 5 Year Training Plan**

**Motion:** To modify the 5 Year Training Plan so that the 2<sup>nd</sup> offense is a 90 day training suspension and the 3<sup>rd</sup> offense is a 180 day training suspension.

**Discussion:**

The following comments were made regarding the **No Show Policy** that was developed as part of the 5 Year Training Plan.

- It was noted that the policy could be made more severe/stricter regarding students that do not show for the course and fail to cancel their registration prior to the class.
- It was also questioned as to where the letter regarding the student not showing up to a class should be sent for students in volunteer fire departments (i.e. the volunteer fire chief for the student's company or the chief for the entire county).

The Agency will post the Draft 5 Year Training Plan to the VDFP website and notify

**Vote:** Unanimous

**Action:** To present at the Full Board.

**FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE PREVENTION AND CONTROL**

There were no financial issues or motions from the committee on Fire Prevention and Control.

**UNFINISHED BUSINESS**

**Topic: Fire & EMS Study Update – Louisa County**

**Motion:** To approve the County of Louisa's Fire & EMS Study.

**Discussion:**

The study has been sent to each VFSB member for their review and approval. Once approved, the study will be provided to the County's Fire Chief, County Administrator, Board of Supervisors and Fire & Rescue Organizations.

Robert Scott will make the presentation to the Board of Supervisors on April 19<sup>th</sup>.

**Vote:** Unanimous

**Action:** To present to the full board.

**Topic: Fire & EMS Study Feedback Survey - Enclosure 9**

**Motion:** To accept the Fire & EMS Study Feedback Survey as submitted for previous and future studies, with modifications as noted by committee.

**Discussion:**

The Committee was given a copy of the Fire & EMS Study Feedback survey.

**Vote:** Unanimous

**Action:** To present to the full board.

**NEW BUSINESS**

**Topic: Board Chair Nominations Committee**

**Motion:** NA

**Discussion:**

The nominations committee members are as follows:

Ken Jones – Chair;

Tom Moffett; and

Felix Sarfo-Kantanka, Jr.

**Vote:** NA

**Action:** NA

**Topic: Training Committee Meeting Times**

**Motion:** To move the Training Committee meeting time from 830 am to 900 am.

**Discussion:**

It was requested that the committee meeting be moved from 830 am to 900 am.

**Vote:** Unanimous

**Action:** To present to the full board.

**Topic: Life Time Achievement Award**

**Motion:** NA

**Discussion:**

It was noted that the Board and Agency develop a criteria to establish a VFSB Life Time Achievement Award.

Mike Reilly and Russ Chandler will develop the award criteria.

**Vote:** NA

**Action:** NA

**ADJOURNMENT**

The Committee adjourned at 3:52 pm

Clerk of the Committee  
Brook M. Pittinger

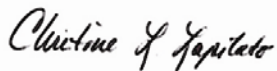
**REVIEWED BY:**



\_\_\_\_\_  
Brook Pittinger  
Branch Director of Administration

April 9, 2010

Date



\_\_\_\_\_  
Christine Lopilato  
Branch Director of Finance

April 9, 2010

Date

**Enclosures:**

1. Statement of Cash – Interest Account as of February 28, 2010
2. Burn Buildings Cash Obligations and Availability as of February 28, 2010
3. FY2010 Burn Buildings Spending Plan
4. FY09 ATL (funding expires 6/30/2010)
5. FY10 ATL (funding expires 6/30/2011)
6. Burn Building Report

7. Letter from Montgomery County
8. Letter from Fauquier County
9. Fire & EMS Feedback Survey

APPROVED