

VIRGINIA FIRE SERVICES BOARD
Administration, Policy and Finance
August 17, 2007

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

COMMITTEE MEMBERS PRESENT

Kenneth J. Brown – Vice Chair
Michael Reilly
Dennis Mitchell – Chair
Brian Mullins
J. Chris Kollman
Gary Eads
Richard E. Burch Jr.

COMMITTEE MEMBERS ABSENT

William B. Kyger, Jr.

VFSB MEMBERS PRESENT

Tom Moffett
Ken Jones
Barbara Hamm

AGENCY MEMBERS PRESENT

Billy Shelton
Teresa Duncan
Christine Lopilato
Russ Chandler
David Jolly
Brook Pittinger

GUESTS PRESENT

Jim Eicholtz
Kurt Kight – Fauquier County Fire & Rescue
John Miller – VDOF
Phil Miter – Fauquier County Fire & Rescue
Mark Bowery – VFIS
David Newton - VFIS

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The Chair asked if there were any additions and/or corrections to the minutes from the June 2007 meeting. With no changes to the minutes, the June 1, 2007 meeting minutes were approved.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ROLL CALL

CHANGES IN AGENDA

Unfinished Business:

- A. VFIS Safe Arrival Program

New Business:

- A. Fauquier County – Burn Building Application
- B. FMA Trailer Units
- C. Trailer Unit funding available through AFG.

PUBLIC COMMENTS

Tom Moffett asked if VDFP could do anything to revise the current workman compensation benefits and LODD benefits for VDFP adjunct instructors.

Billy Shelton stated that VDFP does not possess the legal authority to change state benefits. Billy requested that Teresa Duncan review the current benefits and compensation available for adjunct instructors.

REPORT BY THE VDFP LIAISON VDFP Branch Chief of Administration and Support

Teresa Duncan provided the following report:

Human Resource Management

- We have filled the following positions:
 - Division Chief – Hampton Office – Sam Burnette joined the agency August 10th
 - VFMA Chief – Bobby Bailey joined the agency August 10th.
 - Fusion Center Analyst – a successful candidate has been selected and is undergoing the extensive State Police and Federal Background check. Once approval has been received then an official announcement will be made.
 - Division 1 Administrative Assistant – filled by Sharon Portis, formerly the agency Receptionist.
 - Receptionist – filled internally by Angie Alston.
- We have 4 vacancies we are advertising. They are:
 - VFSB Board Clerk – recruitment ends August 17th.
 - Training & Technical Services Administrative Assistant – recruitment ends August 22nd.
 - Equipment Maintainer (Matt Glasser accepted a Firefighter position with Stafford County) – recruitment ends August 27th.

- Fire & Life Safety Education Coordinator – P-14 – Revising EWP and will post by October 1st.
- Purchasing Specialist – with the retirement of Marion Winer after 10 years of faithful service to the agency; delay posting for several weeks.
- With the upcoming move of SFMO office it has become necessary to split the financial duties from that of the Grants & ATL Manager. Christine will assume the role of the Financial Services Manager and we will be hiring a new Grants Manager.
- We are currently conducting interviews to fill the following positions:
 - FSTRS Programmer – Interviews to be held week of August 20th.
 - Public Affairs & Public Outreach Coordinator – Interviews to be held September 6th.

IT/ VFIRS

- Reports that will be distributed at Full Board meeting on Saturday include:
 - Summary by Incident Type CY 2007 as of 8/11/2007
 - Residential Structure Fire Causes CY 2007 as of 8/11/2007
 - Active Fire Service Students by Gender
 - Active Fire Service Students by Race
 - Active Fire Service Students by Title
- COVITS 2007 Conference – September 16th – 18th in Chantilly, Virginia.
- VDFP's two servers were moved from the Richmond Plaza Building to the new data center in Chesterfield County on Saturday, August 11th. Thanks to staff that was in the office to test the systems once the servers were back in place.

Marketing & Communications

- Carbon monoxide detectors for the grant program will be distributed beginning next week. A presentation on the detector grant program was given during the Fire Prevention Committee meeting.
- Fire Corps project – presentation has been postponed until the October 2007 meeting.
- Board members have been given brochures to hand out that describes the VA Fire Services Board. Mark will also have these at all conferences and fairs that he has an exhibitor booth.
- Mark has an exhibitor's booth here at the VA State Fire Fighters Association conference.
- State Fair of Virginia will be held September 27th through October 7th. VDFP will have an exhibitor's booth in the Commonwealth Building again this year.
- Mid-Atlantic Fire Commissioner's Conference September 27th – 29th – Mark will have an exhibitor's booth.

Policy & Legislation

- Legislation that VDFP is seeking and have approval from the Secretary of Public Safety's office to move forward is a change to the Code of Virginia § 38.2-401, Fire Programs Fund (the Fund). The change would increase the money collected from the five lines of insurance (fire insurance, miscellaneous property insurance, marine insurance, homeowners and farm owners insurance) from 1% to 1.5%. The new Fire Programs Fund distribution, from 1% to 1.5%, would keep the percentage allocation at 75%/25% split.
- Fire & EMS Board Studies RFP – The Agency received one RFP for the Fire & EMS Study re-design from Management Advisory Group, Inc (MAG). The proposal has been reviewed by staff and 2 board members. Staff has contacted the references provided by MAG and feels confident in their skills/knowledge to complete the study. However, since only one vendor responded to the RFP request, staff is in the process of conducting a cost analysis to ensure their proposal is fair and adequate. VDFP plans to make a final decision on the proposal by 8/31/07.
- The next VDEM/ VDFP Stakeholders Meeting will be November 1st in Hampton. This will be in conjunction with the 2007 Equity Diversity Conference held November 2 – 4 sponsored by Hampton Division of Fire & Rescue, Prince William County Dept of Fire & Rescue and VDFP.
- Reminder your 2nd session for Strategic Planning will be held on October 17th in Roanoke prior to the October board meetings. The agency is planning a strategic planning session to take place in November.

Procurement

- Our utilization of the Small Purchase Card is at 90-percent for purchases \$5,000 and under. The State threshold is 70-percent and the state utilization average is at 79-percent. Our staff deserves kudos for keeping us 11-percent higher than the state average in this arena.
- Laura Bishop and I will be attending the Public Safety Diversity Fair on Tuesday, September 25th in Falls Church, Virginia.
- Public Procurement Forum 2007 – October 28th – 31st in Hampton.

Budget & Grants

- Accounts payables continue to receive 100-percent in their prompt pay actions. Kudos to Tara Glaspie and Andrea Peyton-Sharpe.
- Budget development was completed July 19th with the final budget distributed August 10th. Christine will discuss and distribute the VFSB budget.
- ARMICS – stands for Agency Risk Management Internal Controls System. This is a directed mandate for the implementation and annual assessment of the integrity of all fiscal processes related to the submission of transactions to the Commonwealth's general ledger, submission of financial statement directive materials, compliance with laws and regulations, and stewardship over the Commonwealth's assets. This directive applies to all state offices, departments, BOARDS, commissions,

agencies, penal and education institutions maintained in whole or party by the Commonwealth. (A more detailed discussion on this subject will be given at the full board meeting Saturday)

The Virginia Department of Fire Programs as the agency holds the fiduciary responsibilities for the Virginia Fire Services Board as well as the responsibility of making sure all procurement and SWAM initiatives are met

REPORT BY THE VDFP LIAISON Grants & Local Aid Manager

The following information was reviewed by Christine Lopilato.

Budget Report

- VFSB Budget Performance
 - FYE 2007 FINAL – Enclosure 1 (Confidential Governor's Working Papers)
 - FY 2008 Budget Development
 - SCC Transfer Amount – Enclosure 2
 - ATL Calculation (no handout)
 - SCC Transfer Allocations – Enclosure 3
 - VDFP Operating Budget (% Administration, % Training) – Enclosure 4
 - VFSB Operating Budget
- ATL
 - FY06 Final Disbursements – Enclosure 5
 - FY07 FYE Report – Enclosure 6
 - FY08 Allocations – Enclosure 7
- Burn Buildings
 - Cash Obligations and Availability as of June 30, 2007 – Enclosure 8
 - FY2008 Burn Building Budgeted Obligations and Spending Plan – Enclosure 9
 - Cash Obligations and Availability as of July 31, 2007 – Enclosure 10
- Training Mini Grants
 - FY08 Application deadline is September 30, 2007
 - Statements of Cash Flow – Interest Account as of June 30, 2007 – Enclosure 11
 - Statements of Cash Flow – Interest Account as of July 31, 2007 – Enclosure 12

- VFIRS Grants
 - FY08 Application deadline is August 31, 2007

Burn Building Report

- Burn Buildings
 - Summary report – Enclosure 13

- Engineer Update – Report from Mike Matthews of The Structures Group
 - Burn Building Report Status – Enclosure 15
 - Prototype Development Proposal – Enclosure 16
 - Burn Building Locality Cost Index – Enclosure 17
 - Signage issues - NFPA 1403 be communicated to all jurisdictions, including sign postage requirements. Christine sent NFPA 1403 packages to all jurisdictions that included signage requirements and a copy to all VFSB members. Christine asked the Board what authority the agency have when dealing with signage enforcement when making site inspections.

COMMENTS FROM THE COMMITTEE CHAIRMAN

Dennis Mitchell stated that the Administration, Policy & Finance Committee is going to be reorganized to include a Burn Building subcommittee that will be chaired by Ken Brown. The subcommittee members will be appointed at a subsequent meeting.

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE EDUCATION AND TRAINING

None

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE PREVENTION AND CONTROL

None

UNFINISHED BUSINESS

Topic: VFIS Safe Arrival Program

Motion: For the VFSB to fund up to \$56,000 of the VFIS Safe Arrival Program (from the FY08 interest account).

Discussion:

The Board has approved the program concept, but before VFIS can go any further they must have financial commitments.

Dennis Mitchell suggested that the Board should obligate funds to support this program for the Commonwealth.

Brian Mullins asked how will VDFP track the success of the program and subsequently fill any curriculum holes that the program may have.

Billy Shelton stated that VDFP will request localities to report data and statistics that will allow VDFP to verify program success or areas for improvement.

VFIS also stated that they could provide statistical data.

Ken Brown asked the VFIS representatives if the data they reported to USFA was mandatory or voluntary.

The VFIS representatives said they reported the data to USFA voluntary.

Rick Burch suggested that before the Board offers funding that VDFP should determine the financial commitments of the other organizations that have commented to funding this program.

Dave Jolly stated that two other organizations have dedicated funding towards the project.

Tom Moffett said that he wants the program to be accessible to all fire organizations and their inclusion of their logo on the package should represent their commitment to the program and not necessarily a financial comment.

Rick Burch also recommended that the other players that are interested in funding this project need to be secured ASAP.

Vote: Unanimous

Action: the motion will be brought to the Full Board for discussion and vote.

NEW BUSINESS

Topic: Fauquier County – Burn Building Application – Enclosure 14

Motion: Accept Fauquier County's Burn Building Application and provide funding in FY09.

Discussion:

Philip Myer, Fauquier County, made a presentation which included a request for financial assistances for their burn building.

Funding was requested for FY09.

The committee encouraged Fauquier to ensure they have all joint usage agreements/MOUs signed before moving forward with construction.

Vote: Unanimous

Action: Bring funding request to Full Board

Topic: FMA Trailer Unit

Motion: NA

Discussion:

Discussion on this item was tabled until the October 2007 meeting.

Vote: NA

Action: NA

Topic: Trailer Unit grants available via AFG funding.

Motion: NA

Discussion:

Ken Brown discussed the grant funding opportunities available for burn building trailers.

Discussion on this item was tabled until the October 2007 meeting.

Vote: NA

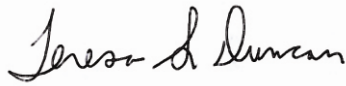
Action: NA

ADJOURNMENT

The Committee adjourned at 5:47 pm

Clerk of the Committee
Brook M. Pittinger

REVIEWED BY:



Teresa Duncan,
Branch Chief – Administration & Support

August 21, 2007
Date



Christine Lopilato
Grant & Local Aid Manager

August 21, 2007
Date

Enclosures:

1. FYE 2007 FINAL- (Confidential Governor's Working Papers)
2. FY08 Budget Development - SCC Transfer Amount
3. FY08 Budget Development - SCC Transfer Allocations
4. FY08 Budget Development - VDFP Operating Budget (% Administration, % Training) (Confidential Governor's Working Papers)
5. ATL - FY06 Final Disbursements
6. ATL - FY07 FYE Report
7. ATL - FY08 Allocations
8. Burn Buildings - Cash Obligations and Availability as of June 30, 2007
9. Burn Buildings - FY2008 Burn Building Budgeted Obligations and Spending Plan
10. Burn Buildings - Cash Obligations and Availability as of July 31, 2007
11. Training Mini Grants - Statements of Cash Flow – Interest Account as of June 30, 2007
12. Training Mini Grants Statements of Cash Flow – Interest Account as of July 31, 2007
13. Burn Buildings - Summary report
14. Burn Building Grant Application from Fauquier County.
15. 5 Year Review and Report Status (Report from TSG) – completed projects (Available from VDFP upon request)
16. 5 Year Review and Report Status (Report from TSG) (Available from VDFP upon request)
17. Locality Cost Index