

VIRGINIA FIRE SERVICES BOARD
Fire Education and Training Committee
November 13, 2008

A regular meeting of the Committee on Fire Education and Training was held at the VDFP Hampton Office in Hampton, VA at 8:30 am. Mr. Richard Burch, Jr. served as Chair.

COMMITTEE MEMBERS PRESENT

Richard Burch - Chair
Kenneth Brown
Mike Reilly (appointed to fulfill quorum)
Robert Scott (appointed to fulfill quorum)

COMMITTEE MEMBERS ABSENT

Ken Jones
Mike Armstrong
Tom Moffett
Industry (SARA Title III & OSHA) – Vacant

VFSB MEMBERS PRESENT

Dennis Mitchell

AGENCY MEMBERS PRESENT

Brook Pittinger	Larry McAndrews
Amanda Wood	Russ Chandler
Ed Altizer	Dave Jolly

GUESTS PRESENT

Art Lipscomb
Ron Hargrave – VDEM
Thomas Jordan – VDEM

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ROLL CALL

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The Chair asked if there were any additions and/or corrections to the minutes of the August 2008 meeting. With no changes to the minutes, the August 14, 2008 meeting minutes were approved.

CHANGES IN THE AGENDA

Unfinished Business:

- A. Crew leader curriculum approval

New Business:

- A. Fire Officer II curriculum approval
- B. Driver Pump Operator (DPO) curriculum approval
- C. 4 Year College Program
- D. VFOA as a full or partially funded training

PUBLIC COMMENTS

There were no public comments made at the committee meeting.

**COMMENTS FROM THE VDFP LIAISON
Branch Chief of Training & Operations**

Larry McAndrews provided the following information:

- The past week has been a sad week for Virginia’s Fire Service. Last Thursday we lost a 17 year old volunteer firefighter from Rockingham County in a single vehicle accident while responding to a reported structure fire. The funeral was Tuesday at 11:00 and Bert Roby attended. Billy Shelton and Bert Roby visited the fire department on Sunday.
- Last Thursday we also lost a firefighter from Virginia Beach Fire Department whom was out on sick leave from lung cancer which is considered to be job related and was buried on Monday. Larry McAndrews attended the funeral.
- Sunday afternoon we experienced a Line of Duty Death in Prince William County during a Firefighter I class. The firefighter, with the Dale City VFD, was doing maze training and was found unresponsive at the maze trailer. CPR was performed and she was pronounced dead at Prince William Hospital. Indications are that this LODD was the result of a medical emergency.
- The Training and Technical Services Branch and the Operations Branch have been working on the 1st Quarter 2009 Training Classes. The table below shows the number of classes currently scheduled or completed for the 2009 fiscal year.

Division	Funded	Non-funded	Partial Funded	Reimbursable	Total	Cancelled	Reas Cance
0	2	2	0	0	4	0	
1	20	79	35	4	138	7	1 - Fur
2	9	92	18	0	119	1	0 - Fur
3	41	53	10	1	105	4	3 - Fur
4	34	20	2	0	56	3	2 - Fur
5	11	115	28	5	159	4	0 - Fur
6	11	88	13	2	114	1	0 - Fur

7	6	75	26	1	108	0	
8	20	64	0	0	84	0	
9	70	52	0	1	123	5	5 - Fur HTI
	224	640	132	14	1010	25	

- The agency received the Driving Training Trailer and it was picked by FAAC - the company installing simulators in October. Problems were noted by FAAC with the trailer and Leonard's Trailers is currently taking care of these corrections to the trailer. We hope to receive the trailer back in December to begin training on how to use the simulators.
- On Wednesday, October 1, 2008 the Virginia Department of Fire Programs (VDFP) modified the way it issues attendance certificates for the following courses: *Virginia Fire Incident Reporting System (VFIRS); General Aviation; Basic Pump Operator; Rural Water Supply, National Fire Academy (NFA); Mayday! FirefighterDown; Juvenile Firesetter; Arson Detection for the First Responder; and Communicating with Children.* Attendance certificates for these courses will no longer be printed and mailed to a student; instead they will be available through the Agency's FSTRS database, which is accessible online at www.vafire.com.
- Any course that starts on or after October 1, 2008 and is one of the attendance certificates listed above will be available online within 30 days of the course completion. Any course not listed above or taken before October 1, 2008 will not be available for online printing at this time.
- After the students have completed one of the aforementioned courses and it has been made available online, you can go to the FSTRS database at www.vafire.com and print as many copies of your certificates as you need any time day or night. It is the goal of the Agency to convert all of our Attendance courses to allow for online printing of attendance certificates. As the Agency adds more courses to this option we will let you know. We hope this new option will allow you greater access to your student records.
- The new system does not impact our 22 NBFSPQ (Pro Board) accredited certifications; they will be mailed to you with the appropriate seals affixed.
- Please bear with us as we transition to this new online attendance certificate procedure.
- We welcome your suggestions concerning improvements we can make to the process to make it more convenient for you our customers

Curriculum Update:

- The Fire Officer II program should be voted on by the Training and Education committee. There have been no comments or questions by the committee members since the material was provided at the August meeting. This item was tabled until the February 2009 Board meeting.

- The Driver Pumper Operator program should be voted on by the Training and Education Committee. There have been no comments or questions by the committee members since the material was provided at the August meeting.
- The Firefighter I and II development committee has continued to meet. The first pilot of the Firefighter II programs was completed with positive feedback. The Firefighter I classes are ongoing but some minor time adjustments have been recommended. The committee will be focusing next on the testing phase of the program to ensure compliance with accreditation guidelines.
- The Instructor III committee is looking to pilot the first program starting in January 2009.
- There has been a committee established to develop an Inspector I program. Their first meeting was on Thursday, October 30th. The committee validated the current test bank so test development could be done to meet the community college system programs and will be working to develop a new Inspector I program in the coming months.
- The agency has submitted for IFSAC accreditation for the 48 hour ARFF program. This is the first program that has been submitted even though the agency has been a member of IFSAC for some time. This program was chosen as the first since we work so closely with the DOD facilities throughout the Commonwealth and most have aircraft training requirements.
- The agency has begun the process of the three year American Council on Education (ACE) review. We are waiting on the site team visit dates. We will be submitting the same programs as three years ago, as updated.

Master Firefighter Program (Crew Leader):

- The Fire Officer Development committee has piloted the program once in the Augusta area of the state. The evaluations from that program were very positive however the committee saw where some minor updates were needed to ensure that the program flowed better.
- In addition, we were contacted by a committee member expressing some concerns that the program needed to better prepare the student to lead a crew on an emergency scene. The committee has reviewed the program and looked to address those concerns and will evaluate those changes at the next piloting.
- This program is not ready for committee action at the upcoming meeting.

NIMS Program Chief:

Since the first of August, the IMS Program section has conducted the following ICS training:

- August 1--National Response Framework Orientation for senior law enforcement officers at Rappahannock Regional Criminal Justice Academy
- August 24-29 --Pilot offering of the new NFA class "Command and General Staff Functions in the Local IMT" (CGSFLIMT) in response to several requests from the Roanoke Valley area over the past 6 months.
- October 13--(At the HazMat Conference)--ICS Planning Process and Forms Development Class/Workshop.
- October 13-14--(At the HazMat Conference)--ICS-400, Advanced ICS

- At least eight other ICS 300 courses have been delivered in VDFP regions during this same time using VDFP approved instructors and National Fire Academy or NWCG course materials. The IMS Section has provided course materials for most of these classes.
- The project manager for the DHS (USFA) Position-Specific Training program has informed VDFP that there are currently no plans for the immediate future to resume efforts to conduct T-t-T for the Command & General Staff position training classes. Internal issues to DHS and policy disagreements appear to have disrupted the initiative. Specifically, DHS has been unable to establish a consistent T-t-T delivery strategy or standard criteria for instructor candidates. The initial “distance learning” T-t-T attempt was a failure compounded by the fact that at one down-link site (CDP in Anniston, AL) the host agency admitted participants with no qualifications as instructors or as practitioners of the positions for the T-t-T. This, so far, has resulted in DHS denying instructor credentials to all individuals who participated in the programs. According to the program manager, the curriculum packages for all P-S classes for the command and general staff positions have been completed, reviewed and approved (within DHS), but until the DHS policy issues have been resolved he does not anticipate resumption of the T-t-T program.
- Steve Grainer continues to participate on several working groups assembled by DHS to develop and revise various elements of the NIMS, National Response Framework (formerly NRP), NIMS 5-Year Training Plan, and the guidance regarding the NIMS Intelligence and Investigations Function in ICS. Steve Grainer continues to serve as a SME on state and local NIMS and NRF issues for the Project on National Security Reform (PNSR). This PNSR group has been commissioned to present a report to congress on recommendations for reforming the systems by which Federal, State, Local, Tribal and non-governmental entities interact during major emergencies. The final report to DOD and Congress is anticipated in late October or Early November.
- The final draft of the upgraded NIMS document is supposed to be published during the last week of October (2008).
- The next step in the TCL implementation project has been pushed back until late October or early November to allow additional “fine-tuning” of the inputs from working group members.
- The NRF is undergoing further review. It is uncertain if any of the recommendations from the PNSR project will be reflected in any proposed revisions to the NRF.

ARFF Program Chief:

The ARFF Program has conducted seven funded schools and two non-funded schools.

- The funded schools break down accordingly: one ARFF Certification course with 21 ARFF certificates issued; 2 General Aviation with 47 certificates issued; and 4 Aircraft Live Fire with 85 certificates issued.

- The two non-funded schools are both Department of Defense. One school is on going at Navy Region Mid Atlantic with 23 students and the second recently completed at Federal Fire Department San Diego with 21 students.
- The ARFF certification class was at Dulles Airport, the Aircraft Live Fire Training was at Dulles, Shenandoah Valley Airport, Norfolk Airport, and Newport New/Williamsburg Airport.
- The General Aviation classes were at Weyers Cave and Louisa County.

HTR Program Chief:

- We have delivered 30 funded schools, 12 non-funded schools and one reimbursable school. Included in this are the four HTR Specialist Pretest/Workups that produced 22 candidates for the December 6/7 final test at Henrico.
- Also, we procured a trailer that we are currently working on to be our new Confined Space Technician Trailer to enable us to deliver technician training at any requested location.

Topic: Rescue Challenge

Motion: NA

Discussion:

Rick Burch asked whether Fire Programs will support the Rescue Challenge for 2009.

Russ Chandler, VDFP, stated that the Agency, depending on its budget will hopefully be able to provide staff and equipment for the Rescue Challenge, but will not be able to provide funding. Russ noted that the Agency will not know if support level until it develops its FY10 budget.

Vote: NA

Knowledge Center:

- 207 emergency service providers have registered for the VDFP Knowledge Centre.
- 15 students have visited the Hazardous Materials Awareness program.
- 6 of 15 students have successfully completed the on-line learning with an average passing score of 88%.
- The remaining students are in different levels of completion.
- 5 students have visited the Fire Attack Essentials program which has just recently been posted.

Programs ready for release or in development process:

- Mayday Fire Fighter Down Awareness Train-the-Trainer (pending approval of basic program by VFSB)
- 15 Instructor candidates awaiting approval
- 2009 Adjunct/Certified Instructor in-service in development
- Fire Attack Intermediate program in development.
- Fire Officer Level I program in development.
- Hazmat Awareness online program has been completed and is currently in a pilot phase.

Upcoming classes:

School Number	Course	Start Date	End Date	Location	Division	Type	Contact	Phone
43309106	EMERGENCY VEHICLE OPERATION - CLASS 2	12/02/2008	12/07/2008	LaCrosse Vol. Fire Dept.	3	Non-Funded	Stephen M. Smith	(434) 865-3222
43309107	EMERGENCY VEHICLE OPERATION - CLASS 3	12/02/2008	12/07/2008	LaCrosse Vol. Fire Dept.	3	Non-Funded	Stephen M. Smith	(434) 865-3222
43109029	Fire Attack - Essentials	12/01/2008	12/10/2008	Cumberland Co. Vol. Fire Dept.	3	Funded	Glen Moore Jr.	(434) 607-6742
43109037	FIRE ATTACK - INTERMEDIATE	01/05/2009	01/21/2009	Cumberland Vol. Fire Dept.	3	Funded	Glen Moore Jr.	(434) 607-6742
41109103	FIRE INSTRUCTOR II CERTIFICATION COURSE NFPA 1041-02	01/06/2009	02/10/2009	Richmond Fire	1	Funded	David Pulliam	(804) 646-4809
43109111	FIRE INSTRUCTOR II CERTIFICATION COURSE NFPA 1041-02	01/06/2009	02/07/2009	Division 3 Office Conference Room	3	Funded	Donald Brown	(434) 392-3277
41109104	FIREFIGHTER I - NFPA 1001-02	01/12/2009	03/30/2009	Fairfields Vol. Fire Dept	1	Funded	Phillip Keyser	(804) 453-4100
46409114	FIREFIGHTER I - NFPA 1001-02	12/01/2008	03/05/2009	Clifton Forge Fire Dept	6	Partial	Dwayne Paxton	(540) 958-4278
41409118	FIREFIGHTER II - NFPA 1001-02	01/06/2009	02/17/2009	King George	1	Partial	Charlie Williams	(540) 775-4584

44109001	H-465/ICS 300 - INTERMEDIATE ICS FOR EXPANDING INCIDENTS	12/06/2008	12/13/2008	Bland County Volunteer Fire Department	4	Funded	Division 4 Office	() -
40109513	H-465/ICS 300 - INTERMEDIATE ICS FOR EXPANDING INCIDENTS	11/24/2008	11/26/2008	Stafford Co	9	Funded	Lori Knowles	(540) 658- 8682
40109524	H-465/ICS 300 - INTERMEDIATE ICS FOR EXPANDING INCIDENTS	12/01/2008	12/14/2008	Goochland County	9	Funded	Eddie Ferguson	(804) 556- 5304
40109523	H-465/ICS 300 - INTERMEDIATE ICS FOR EXPANDING INCIDENTS	12/03/2008	12/05/2008	Warrenton American Legion	9	Funded	Barbara Rustin	(804) 726- 7128
40109514	H-465/ICS 300 - INTERMEDIATE ICS FOR EXPANDING INCIDENTS	12/15/2008	12/27/2008	Stafford Co.	9	Funded	Lori Knowles	(540) 658- 8682
41409117	HAZARDOUS MATERIALS AWARENESS & OPERATIONS NFPA 472-02	12/09/2008	12/21/2008	King George Des	1	Partial	Charlie Williams	(540) 775- 4584
46109076	N.F.A. ARSON DETECTION FOR THE FIRST RESPONDER (ADFR)	01/10/2009	01/11/2009	Martinsville Fire Dept	6	Funded	Teddy Anderson Jr	() -

Topic: Ethanol Suppression Training

Motion: NA

Discussion:

Rick Burch asked if the Agency has developed or is in the process of developing programs related to Ethanol suppression training. Larry McAndrews stated that the Agency is currently not providing training related to Ethanol suppression.

Dave Jolly, VDFP, stated that the Agency will research the development of Ethanol suppression training and will provide a follow up to the Board at the February 2009 Board Meeting.

Ron Hargrave, VDEM, stated that there have been 2 incidents in Virginia where the fuel in the fuel line has been mixed with other forms of fuel including ethanol.

It was noted that the course being delivered in Northern Virginia is a NFA course titled Responding to Ethanol.

Vote: NA

Topic: Instructor I

Motion: NA

Discussion:

Rick Burch asked what training an Instructor I can teach.

Larry McAndrews, VDFP, stated that Instructor I instructors can teach basic courses within their locality/jurisdiction.

Vote: NA

COMMENTS FROM THE COMMITTEE CHAIR

The committee chair made no formal comments during the meeting.

UNFINISHED BUSINESS

Topic: Crew Leader Curriculum

Motion: NA

Discussion:

Discussion on this item was tabled until the February 2009 meeting.

Vote: NA

Action: NA

NEW BUSINESS

Topic: Fire Officer II Curriculum

Motion: NA

Discussion:

Discussion on this item was tabled until the February 2009 meeting.

Vote: NA

Action: NA

Topic: Driver Pump Operator (DPO) Curriculum

Motion: NA

Discussion:

Discussion on this item was tabled until the February 2009 meeting.

Vote: NA

Action: NA

Topic: 4 Year College Program

Motion: NA

Discussion:

Discussion on this item was tabled until the February 2009 meeting.

Vote: NA

Action: NA

Topic: VFOA as a full or partially funded training

Motion: NA

Discussion:

Discussion on this item was tabled until the February 2009 meeting.

Vote: NA

Action: NA

Topic: Lights and Sirens for Personal Vehicles

Motion: NA

Discussion:

It is believed that legislation has been proposed that would allow firefighters to add additional sirens and lights to their vehicles in order to prevent them from having to travel to the fire station to obtain equipment in order to respond to a call.

It was noted that this is a State Police law and that the VFSB has no position on this legislation.

Vote: NA

Action: NA

ADJOURNMENT

The Committee adjourned at 9:42 am

Clerk of the Committee
Brook M. Pittinger

REVIEWED BY:



Larry McAndrews
Branch Chief of Training & Operations

November 13, 2008

Date

No Enclosures.

**VIRGINIA FIRE SERVICES BOARD
Fire Prevention and Control Committee
November 13, 2008**

A regular meeting of the Committee on Fire Prevention and Control was held at the VDFP Hampton Office in Hampton, VA at 11:00 am. Mr. Ed Altizer served as Chair.

COMMITTEE MEMBERS PRESENT

Ed Altizer - Chair
Michael Reilly
Dennis Mitchell
Robert Scott
Brian Mullins

COMMITTEE MEMBERS ABSENT

Barbara Hamm Lee
Carl Garrison

VFSB MEMBERS PRESENT

AGENCY MEMBERS PRESENT

Brook Pittinger	Larry McAndrews
Amanda Wood	Dave Jolly
Russ Chandler	Karl Mercer

GUESTS PRESENT

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The Chair asked if there were any additions and/or corrections to the minutes of the August 2008 meeting. With no changes to the minutes, the August 15, 2008 meeting minutes were approved.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ROLL CALL

CHANGES TO THE AGENDA

Unfinished Business:

There was no unfinished business.

New Business:

- A. E85 Fuel
- B. Presentation
- C. Novelty Lighters

PUBLIC COMMENTS

There were no public comments made at the committee meeting.

COMMENTS FROM THE VDFP LIAISON Branch Chief of Training & Technical Services

The following report was provided by Russ Chandler:

Fire Data & Statistics – Enclosure 1

- Marion Long and his team have provided the handout on the Incident Count for Year 2008 by FDID. These statistics are vital to capture what is happening in Virginia's fire service. As we get closer to 100% participation in the Virginia Fire Incident Reporting System we will get closer to seeing a true picture of Virginia's fire problem and recording our fire history.

Virginia Fire Marshal Academy; Bobby Bailey, Program Chief

- The Fire inspector 1031 program has conducted several schools since the beginning of the year. The first this quarter was in Williamsburg with 19 students from the Richmond to east section of the state. The 360 camera project to aid and assist with the virtual inspection program was introduced to the group and is in its trial stages learning the program. It appears that it will serve the education of the class very well. Logistically it is almost impossible to take an entire class on a field trip with the time frames the school has. With this program we can bring the entire building and its contents to the class with a walk thru as if they were at the site.
- The last school of 2008 for Fire Inspector 1031, is being held this week in Lynchburg with 17 students, at the Lynchburg Fire Administration Building.
- The Fire Investigator 1033 program conducted its final school of 2008, in Winchester Virginia, with 18 students from the Northern Virginia area. The class was held at the Frederick County Administration Building.
- The Law Enforcement School of 2008 concluded this quarter with 24 students from across the state. Members from Hampton, Portsmouth, Charlottesville, Richmond, Fairfax, Prince William, Spotsylvania, were among the fine student population that attended. It was a very successful school. The class was held in Petersburg at the federal prison and at Ft. A.P. Hill in Caroline County. The class finished up the 8 week course in Virginia Beach at Camp Pendleton. The graduation took place at the Virginia Beach Fire Training Center with The Hampton Roads Regional Honor Guard and the St. Andrews pipe & Drum group. Len Archer from the City of Richmond sang the National Anthem.

- The VFMA has recently acquired 13 new instructors to the cadre lists. Instructors with several years of experience have been tapped to join us in reaching a well-versed teaching staff to meet all the needs of future classes.
- The Public fire Educators side of the VFMA has conducted several classes in Pub Ed I and Communicating with Children over this quarter. All classes have had at least 15 students in each and some are over 20. We have been from Abington to Virginia Beach. The next quarter will have classes held in Southwest, with Roanoke and Marion and northern Virginia.
- The VFMA Latex Project has been published and continues to make its rounds in the scientific community. It appears the world of forensic science has accepted the work of Susan Clutter, Karl Mercer, Jeff Everly and I. This new process will aid the law enforcement community and the fire investigators across the country and the world in the recovery of DNA and fingerprints when they would be normally left behind or possibly destroyed. We will wait one year for it to be tested and have peer review; with no objections by that time, we will begin to set up formal training for Virginia's Fire Marshals and other Law Enforcement officials.

COMMENTS FROM THE VDFP LIAISON Grants and Local Aid Manager

Amanda Wood provided the following information:

- Training Mini Grants – applications received by postmark deadline of 9/30/2008
 - 46 applications requesting \$316,600 in funding
 - VDFP will send an acknowledgement letter to each applicant advising that we're holding applications in the event funding becomes available; however, due to interest funds confiscation, no funding allocated at this time.
- VFIRS Hardware Grants – applications received by postmark deadline of 8/31/2008 – Enclosure 2
 - 25 applications requesting \$42,000 in funding
 - Evaluation matrix from Marion Long for review (Enclosure 2)
 - Recommending 20 jurisdictions for \$25,000

Topic: Technology (VFIRS) Hardware Grants

Motion: To accept staff's recommended VFIRS grants totaling \$25,000.

Discussion:

There was no discussion held on this motion.

Vote: Unanimous.

Action: To present the motion at the Full VFSB meeting.

**COMMENTS FROM THE VDFP LIAISON
Fiscal Services Director**

There were no comments made for the November 2008 meeting.

COMMENTS FROM THE COMMITTEE CHAIR

There were no comments made by the Committee Chair.

REPORT FROM THE CODE CHANGE AND DEVELOPMENT SUB-COMMITTEE

September 8, 2008 – Sub-Committee meeting held to discuss the following items:

- Review of the IFC 408.5 concerning I-1 use group evacuation drills and occupant participation. Action Item: for future code change to correlate this section with Stat Regulated Care Facilities requirements.
- Steve Hall (Chesterfield) and Raymond Rinaldi (Loudoun) have resigned from the Committee. Recommended replacements: Anthony Barrero and Ann-Marie Loughran.

Topic: Sub-committee members

Motion: To recommend Anthony Barrero and Ann-Marie Loughran as Code Sub-Committee members.

Discussion:

There was no discussion held on this topic.

Vote: Unanimous.

Action: To present this motion at the Full VFSB meeting.

- A legislator has been approached regarding an issue of fire marshals issuing summonses under the SFPC for release of natural gas when lines are ruptured during construction. The Sub-Committee reviewed this section of the code and has drafted a clarification. The State Corporation Commission also hosted 2 meetings with the legislation and the construction community. Those groups are acceptable to the proposed change as a solution to this issue.
- The Chair of the Sub-Committee has received meeting dates and times from DHCD concerning the upcoming code development process and in early 2009, the Sub-Committee will be meeting to develop our plans for the upcoming cycle.
- Items to address in the upcoming code cycle:
 - Carbon monoxide detectors
 - In-building communications systems
 - Residential Sprinklers

- Sprinkler thresholds for schools
- Residential Sprinkler Coalition:
 - The Virginia Fire Chiefs Association has been working to develop this organization to work toward keeping the residential sprinklers in the IRC when it gets to VA.
- High-Rise retrofit bill in the VGA:
 - Robby Dawson is a member of the Housing Commission's work group this bill was assigned to. This bill will not likely be brought back before the VGA this session. There were some discussion on going concerning a 'scoring' matrix that would create a threshold for the retrofitting, but that concept does have some issues. Nothing for the short term.

REPORT FROM THE DEPARTMENT OF FORESTRY

There was no report provided by the Department of Forestry.

UNFINISHED BUSINESS

There was no unfinished business discussed.

NEW BUSINESS

Topic: E85 Fuel

Motion: NA

Discussion:

DHCD is conducting a study on E85 fuel and the dispensing devices being utilized in Virginia.

It was noted in the Training & Education committee meeting that the Agency will look into E85 related training.

Vote: NA.

Action: NA

Topic: Presentation

Motion: NA

Discussion:

Karl Mercer was presented with a plaque for his leadership and dedication to the Virginia Fire Marshal Academy.

Vote: NA

Action: NA

Topic: Novelty Lighters

Motion: NA

Discussion:

It was noted that there may be a bill introduced during the 2009 VGA regarding the sale of novelty lighters within Virginia.

Vote: NA

Action: NA

ADJOURNMENT

The Committee adjourned at 11:54 pm

Clerk of the Committee
Brook M. Pittinger

REVIEWED BY:

Russell K. Chandler

Russ Chandler
Branch Chief of Training & Technical Services

November 17, 2008

Date

Enclosures:

1. VFIRS Reports (available on VDFP's website and available from VDFP upon request)
2. Technology (VFIRS) Hardware Grant excel spreadsheet

VIRGINIA FIRE SERVICES BOARD
Administration, Policy and Finance
November 13, 2008

A regular meeting of the Committee on Administration, Policy and Finance was held at the VDFP Hampton Office in Hampton, VA at 2:00 pm. Mr. Michael Reilly served as chair.

COMMITTEE MEMBERS PRESENT

Michael Reilly – Chair
Kenneth J. Brown – Vice Chair
Dennis Mitchell
Richard E. Burch Jr.
Brian Mullins
Ed Altizer

COMMITTEE MEMBERS ABSENT

William B. Kyger, Jr.
Industry (SARA Title III & OSHA) – position vacant
Virginia Municipal League – position vacant

VFSB MEMBERS PRESENT

Barbara Hamm Lee
Robert Scott

AGENCY MEMBERS PRESENT

Brook Pittinger	Larry McAndrews	Dave Jolly
Amanda Wood	Russ Chandler	Christine Lopilato

GUESTS PRESENT

Neal Tuner – Montgomery County	Art Lipscomb – VPFF
Bill Street – Shenandoah County	Jim Eicholtz – WHP Training Towers
Tim Williams – Shenandoah County	Mike Matthews - TSG

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The Chair asked if there were any additions and/or corrections to the minutes from the August 2008 meeting. With no changes to the minutes the August 15, 2008 meeting minutes were approved.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ROLL CALL

CHANGES IN AGENDA

Unfinished Business

- A. Montgomery County Burn Building Time Extension
- B. Governor's Fire Services Awards – Revising Nomination Criteria Update
- C. Shenandoah County Burn Building
- D. Permissible Emergency Lights

New Business:

There were no items discussed under New Business.

PUBLIC COMMENTS

There were no public comments made at the committee meeting.

REPORT BY THE VDFP LIAISON Director of Administration

Brook Pittinger provided the following report:

IT/ VFIRS:

- The *2008 Needs Assessment* survey data collection began on August 12, 2008 and localities had until November 7, 2008 to participate in this year's Needs Assessment survey. The Agency's response rate goal was 90% and this year 92% of Virginia Fire Departments responded. As always, the *Needs Assessment* responses will be compiled by the Agency and posted on the Agency's website and provided to members of the Virginia General Assembly.
- The VFIRS section continues to work fire departments on recording fire dollar loss.
- VFIRS reports as always are available on VDFP's website at www.vafire.com.

Marketing & Communications:

- We are exhibiting at the OEMS Symposium in Norfolk November 13-15.
- The first all electronic version of our bi-monthly newsletter was just released. From a budget standpoint this is going to save us approximately \$7,500 annually in printing and mailing costs. The new format is allowing for more interactive content. In addition to being posted to our website, the newsletter has been e-mailed to all departments we have e-mail addresses for and to all of our listserv subscribers. We'll be looking for ways to expand our reach as we move forward.
- We have just printed a small quantity of fire safety bookmarks and will be using them for conferences and other events. There are six bookmarks in the series, 4 adult themed (heating, cooking, escape, smoke alarm), 2 children themed (heating, cooking). This is another idea, similar to the Fire Prevention Week brochure, which could possibly be customized for local departments to print.

- On the horizon we will have a new Course Catalog and the 2008 Annual Report coming out in the next couple of months.
- During the month of November we will be sending out Holiday Fire Safety, as well as Winter Fire Safety press releases to our media contacts statewide.
- The 2009 Virginia Fallen Firefighter Memorial Service is scheduled for June 6, 2009 at the RIR Old Dominion building (same venue as last year). Our goal this year is to increase attendance from the usual 300 or so to over 500. Currently, we have three firefighters to honor: Ed Mizzell from Portsmouth (presumptive death); Roy Smith Jr from McGaheysville VFD (LODD); and Cecilia Turnbough from Dale City VFD (LODD).

Policy, Planning & Legislation:

- The Agency submitted a legislative proposal regarding the certification of fire work operators/Pyrotechnicians. To date, the Agency has not yet received any notification as to whether this proposal will be approved.
- The 2009 Virginia General Assembly Regular Session will convene Wednesday, January 14, 2009.

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

The following information was reviewed by Christine Lopilato:

- Interest Account Obligations & Cash Availability – Enclosure 1
- Burn Building Grants Obligations and Cash Availability – Enclosure 2
- ATL Minimums Review – Enclosures 3 & 4:
 - Analysis of ATL increase of counties/cities to \$25,000 and towns to \$20,000 and proportionate percentage for towns – used FY09 ATL allocations to demonstrate fiscal implications.
 - It is the Agency's recommendation that at this time the Board maintain the current ATL allocations, as it is projected that the Agency's FY10 SCC transfer will be approximately 5% less than it has been in previous years.

**REPORT BY THE VDFP LIAISON
Grants & Local Aid Manager**

The following information was reviewed by Amanda Wood.

- ATL
 - 2Q09 disbursement scheduled for December
 - FY08 ATL – Enclosure 5
 - 99.1% of total FY08 funds disbursed
 - 94.8% of 324 localities (307 jurisdictions released)
 - Forfeitures list (14 jurisdictions)
 - First notification letter to jurisdictions to be sent 12/1/2008
 - FY09 ATL – Enclosure 6
 - 55.1% of total FY08 funds disbursed

- 55.2% of 324 localities (179 jurisdictions released)
- Burn Building Report – Enclosure 7
 - Summary
 - Update on Gloucester County project – Gloucester County has until 11.30.08 to produce a copy of the executed contract for their burn building or they will forfeit \$100,000. If Gloucester County is able to meet the November 30, 2008 executed contract date, they will have until May 31, 2009 to complete the burn building project.
 - Update on Buckingham County project – Have until June 30, 2009 to complete their burn building project. Indications from the jurisdiction are that the time deadline will be met.
 - Update on Bedford City project – the following items were found to be deficient: the temperature monitoring system was located outside and not in a separate enclosed structure; they also needed to install a set of stairs from the second floor to the ground level; there was also an exposed steel beam. The building has been certified complete; however, the aforementioned items must be brought into compliance before the building is certified for training. The burn building completion date, per the VFSB contract, was June 30, 2008. It was recommended that the Agency send Bedford City a second letter documenting the needed changes to bring their burn building into compliance before the VFSB is required to take follow-up action.
 - Project Manual revisions – Enclosure 8

Topic: Project Manual Revisions – Enclosure 8

Motion: To accept staff's recommended changes to the Project Manual as submitted on Enclosure 8.

Discussion:

There was no discussion held on this motion.

Vote: Unanimous.

Action: To present at the Full VFSB.

- Training Mini Grants – applications received by postmark deadline of 9/30/2008
 - 46 applications requesting \$316,600 in funding
 - The Agency will send an acknowledgement letter to each applicant advising them that we're holding applications in the event funding becomes available; however, due to interest funds confiscation, no funding allocated at this time.

- VFIRS Hardware Grants – applications received by postmark deadline of 8/31/2008 – Enclosure 9
 - 25 applications requesting \$42,000 in funding
 - Evaluation matrix from Marion Long for review
 - Recommending 20 jurisdictions for \$25,000

COMMENTS FROM THE BURN BUILDING SUBCOMMITTEE CHAIRMAN

There has been no Burn Building Subcommittee meeting since the last meeting held on May 15, 2008.

COMMENTS FROM THE STRUCTURES GROUP, INC

Mike Matthews provide the following information:

Mike noted that their original repair and renovation report contained all structural deficiencies, as they are required to do so by law. This has created some questions with the localities. It was noted that TSG's estimates of repairs are based on minimum requirements of the burn prop.

Mike also provided the Agency with the revised Project Manual.

COMMENTS FROM THE COMMITTEE CHAIRMAN

Mike Reilly noted that the current JEMS magazine has an excellent article on emergency responses in school environments.

Mike also applauded the efforts of the VFSB and the BHCD in establishing well established lines of communication and working relationships.

Mike Reilly noted that the impression he received was that not all Board members were keen on the electronic Board Books. It was determined that the Board Book will be sent out in separate attachments and not as one comprehensive book.

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE EDUCATION AND TRAINING

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

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE PREVENTION AND CONTROL

Topic: Technology (VFIRS) Hardware Grants – Enclosure 9

Motion: To accept staff's recommended VFIRS grants up to \$25,000.

Discussion:

There was no discussion held on this motion.

Vote: Unanimous.

Action: To present at the Full VFSB meeting.

UNFINISHED BUSINESS

Topic: Montgomery County Burn Building Time Extension – Enclosure 10

Motion: To grant Montgomery County a time extension to June 30, 2009 to obtain the required building permit.

Discussion:

Montgomery County requested a time extension because they were unable to secure a building permit by June 30, 2008, which is required by the terms of the VFSB grant contract.

Neal Tuner, Montgomery County, requested a six month time extension to their current contract in order to secure their building permit.

Vote: NA

Action: To present the motion at the Full VFSB meeting.

Topic: Governor's Fire Services Awards – Revised Review Criteria

Motion: NA

Discussion:

Rick Burch provided the Board with revised criteria and there were no comments received regarding the revised criteria.

It was noted that the Governor's Awards nominations have been sent out and the deadline for submission is 12.31.08.

Vote: NA

Action: NA

Topic: Shenandoah County Burn Building – Enclosure 11

Motion: To approve the new scope of work as presented by Shenandoah County to their burn building. All work must comply with current firefighter I and II requirements and NFPA 1401 and 1403 standards. To include a total of 2 burn rooms – one per floor. Not to exceed the previously awarded \$185,000.

Discussion:

Members of the Shenandoah County Department of Fire and Rescue provided a report on their current burn building.

It was noted that the Shenandoah County burn building includes 3 burn rooms and the current VFSB policy is for funding of 2 burn rooms.

It was noted that thus far \$185,000 was approved for Shenandoah County for repairs.

Based on the presentation provided by Shenandoah County it was noted that the Board needs to determine whether the proposed change in scope being presented by Shenandoah County is admissible.

Vote: 5 Yeas and 1 Nay

Action: To present at the Full VFSB Meeting.

Topic: Permissible Emergency Lights

Motion: NA

Discussion:

It is believed that legislation has been proposed that would allow firefighters to add additional sirens and lights to their vehicles in order to prevent them from having to travel to the fire station to obtain equipment in order to respond to a call.

It was noted that this is a State Police law and that the VFSB has no position on this legislation.

Under the current code, a personal vehicle can have 2 lights.

It was requested that staff send a letter to the Secretary of Public Safety explaining the possible legislation and asking the Governor's office to take a position on the possible legislation.

Vote: NA

Action: NA

NEW BUSINESS

There was no new business discussed at the committee meeting.

ADJOURNMENT

The Committee adjourned at 5:23 pm

Clerk of the Committee

Brook M. Pittinger

REVIEWED BY:



Brook Pittinger
Branch Director of Administration

November 17, 2008

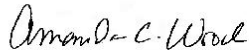
Date



Christine Lopilato
Branch Director of Finance

November 17, 2008

Date



Amanda C. Wood
Grants & Local Aid Manager

November 17, 2008

Date

Enclosures:

1. Interest Account Obligations & Cash Availability
2. Burn Building Grants Obligations and Cash Availability
3. ATL Minimums Review \$12,500 and \$25,000
4. ATL Minimums Review \$20,000 and \$25,000
5. FY08 ATL
6. FY09 ATL
7. Burn Building Report
8. Burn Building Project Manual
9. VFIRS Report
10. Montgomery County Burn Building information
11. Shenandoah County Burn Building information