

**VIRGINIA FIRE SERVICES BOARD
Fire Education and Training Committee
December 13, 2007**

A regular meeting of the Committee on Fire Education and Training was held at the Augusta County Government Center in Verona, VA at 10:00 am. Mr. Richard E. Burch Jr. served as Chair.

COMMITTEE MEMBERS PRESENT

Kenneth Brown
Ken Jones
Tom Moffett
Richard E. Burch Jr. - Chair
Gary Eads

COMMITTEE MEMBERS ABSENT

Thomas Fuqua

VFSB MEMBERS PRESENT

Mike Reilly
Barbara Hamm
Dennis Mitchell

AGENCY MEMBERS PRESENT

Teresa Duncan
Christine Lopilato
Billy Shelton
Brook Pittinger
David Jolly
Larry McAndrews
Don Hansen
Sam Brunette
Don Brown

GUESTS PRESENT

Charlie Singleton
Mike Berg
Mike Matthews
Bruce Crow

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 October 2007 meeting. With no changes to the minutes, the October 18, 2007 meeting minutes were approved.

CHANGES IN THE AGENDA

Unfinished Business:

- A. Mobile MAZE – VFSA member
- B. Fire Officer IV Curriculum – Committee Vote
 - i. Reciprocity for Fire Officer IV
- C. Driver Trainer Simulator – VFSA member
- D. Instructor II Curriculum – Committee Vote
- E. Fire Officer Academy
- F. On-line Learning update – VDFP
- G. NIMS 300/400 – VDFP
- H. Needs Assessment

New Business:

There was no new business items discussed at the December committee meeting.

PUBLIC COMMENTS

Chief Bruce Crow welcomed the Board to Augusta County.

Tom Moffett announced that Charles Werner's father passed away early 12/13/07. The committee offered their condolences to Mr. Werner and his family on behalf of the Board.

COMMENTS FROM THE VDFP LIAISON Branch Chief of Training & Operations

Larry McAndrews provided the following information:

Larry McAndrews introduced Sam Brunette as the new Division 5 chief.

Training and Technical Services Branch and the Operations Branch continue to be busy closing out the 1st half of the year. Besides classes and testing the agency is currently finishing another adjunct hiring process. Saturday December 8th we completed the Adjunct interviews and presentations in Glen Allen. We had 14 of 18 instructors successfully pass this process. This will close out the 50 positions approved by Secretary Marshall. Friday, December 7th we also conducted Specialist testing in Prince William County. We had 19 apply and 13 showed up and 3 successfully passed both the written and skills test.

Last week several of the agencies staff attended administrative and user training for the Learning Management System (LMS) or the Knowledge Center. This is a very dynamic online learning and knowledge management program that integrates:

- courseware delivery
- administrative documentation
- knowledge mapping
- collaboration tools
- knowledge capture
- performance management

This system is similar to Blackboard but at a fraction of the cost. Don Hansen will provide further detail under Old Business.

The following is the status of programs currently under development:

- **Fire Officer I development process is near completion.** The committee has conducted the first of three pilots and received some good feedback. They are working to schedule the remaining two pilots to begin in January 2008. This program should be ready for the Virginia Fire Service Board at their April Meeting.
- **Mayday Program** rewrite is going good. The committee has just about completed the awareness level and will begin working on the operations level in the coming month. When completed, this program will be structure to ensure all first responders can be trained to understand the necessity and complexness of a Mayday event. This is a great opportunity to ensure that each of our first responders is able to go home after every event and that we are following the National initiatives.
- **Driver Operator Program** has been working toward a quality program. The committee members have conducted the first pilot and have seen need to make some revisions to enhance the program. It is unfortunate that we had to release a member of the committee for not making the committee meetings. When committee members are not able to attend the work placed on the others slows the process which extends the program timeline and cost of development. Hopefully, this program will be ready to present to the Virginia Fire Services Board at their April meeting.
- David Jolly and Steve Grainier met with VDEM on December 10, 2007 to discuss the need for one curriculum for the Incident Management programs. David Jolly will provide you more information under Old Business.
- ARFF Schools since October VFSB has conducted:

Funded - 4 Aircraft Live Fire and 3 General Aviation classes.

Non-funded – 1 Aircraft Live Fire and 2 General Aviation classes.

Quality Assurance

We recently suspended an instructor for quality assurance issues. Instructor was suspended until they completed an Instructor Update and will be monitored their first class they teach.

Agency is currently investigating a 1403 Compliance issue which occurred in a Class B Burn building. This investigation is in the initial phase as it was brought to our attention last week. Burn occurred in October.

Staff has been looking at the online no show rate. HTR Chief has been tracking the no shows for this program. We had one regional school where 20 students signed up online and only 2 of these students showed but the class made because of the registrations occurring directly through the regional school. The agency is in the process of researching policy options that state the repercussions for students that repeatedly register on line and fail to show up for class (policy will likely mirror the NFA policy).

A copy of the Utah Fire Service Certification System certified firefighter program was provided to the committee – Enclosure 1. This handout is a follow up handout that Larry had discussed at the October strategic planning session.

COMMENTS FROM THE COMMITTEE CHAIR

The chair made no comments at the December committee meeting.

UNFINISHED BUSINESS

Topic: Mobile MAZE – Enclosure 2

Motion: NA

Discussion:

Ken Jones provided the committee with a copy of literature regarding current mobile MAZE system(s). Ken Jones stated that he can have the manufacture bring the mobile MAZE system to the February board meeting, in Virginia Beach, if it was the pleasure of the committee.

Ken Brown requested that staff provide the committee with a list of which programs the mobile MAZE will enhance as well as the cost associated with its use (administrative cost) and their impact on the agency's training budget.

Rick Burch requested that Ken Jones have the mobile MAZE at the February board meeting and that VDFP staff provide a report documenting the administrative costs and requirements for supporting the mobile MAZE as part of their training programs. The committee will continue discussion of this item (cost and feasibility) at the February board meeting.

Vote: NA

Action: NA

Topic: Fire Officer IV Curriculum – Enclosure 3

Motion: To accept the Fire Officer IV curriculum with the noted administrative (i.e. grammatical errors) recommendations.

Discussion:

Dave Jolly reported that VDFP is incorporating the recommended changes into the curriculum from the committee members.

Vote: All in favor

Action: Motion Carried

Topic: Reciprocity for Fire Officer IV

Motion: NA

Discussion:

Ken Jones requested that reciprocity be available for the Fire Officer IV.

Dave Jolly stated that the agency currently has a 'challenge' process available for several of VDFP's courses. Dave stated that the agency does not currently have a 'challenge' criterion for the Fire Officer IV program, but the agency will review the curriculum and determine if a 'challenge' process is applicable for Fire Officer IV.

Vote: NA

Action: NA

Topic: Driver Trainer Simulator – Enclosure 4

Motion: NA

Discussion:

Ken Jones provided the committee with a copy of vendor information for a driver simulator device. Ken requested that he would like to have the vendor attend the February board meeting for the Board and VDFP to examine.

Mike Berg, OEMS, asked if the simulator could be used to simulate quick response vehicles and ambulances. The committee stated that the simulator had those capabilities.

Don Brown stated that a program that helps teach instructors to teach a student to drive would be advantageous to the fire services. Currently there is no program that provides this form of training. The EVOC training program is a certification course that assumes a driver is trained on driving.

Vote: NA

Action: NA

Topic: Instructor II Curriculum – Enclosure 5

Motion: To approve the Instructor II curriculum as presented at the October 2007 committee meeting, to include committee recommended changes.

Discussion:

VDFP staff presented the Instructor II curriculum at the October board meeting and Ken Jones provided the committee with several comments on the current course administrative guidelines (comments are Enclosure 5).

The committee agreed that VDFP will provide the committee with a synopsis of all Instructor II pilot program evaluations/critiques.

Vote: All in favor

Action: Motion Carried

Topic: Fire Officer Academy

Motion: NA

Discussion:

Rick Burch was going to provide an update on the Fire Officer Academy, but will refrain from making any comments since Chris Eudailey will be addressing the Full Board Friday, December 14, 2007.

Vote: NA

Action: NA

Topic: On-line learning update – Enclosure 6

Motion: NA

Discussion:

Don Hansen provided the committee an update on using the Knowledge Center as the agency's on-line learning system instead of Blackboard. The Knowledge Center is available at a lower start up and operating cost than the Blackboard program.

Tom Moffett asked if the system would time out when students were utilizing the system. Don Hansen stated that if the student does experience a time out situation that the system will log the student back into the program at the same position they were at prior to being timed out.

Vote: NA

Action: NA

Topic: NIMS 300/400

Motion: NA

Discussion:

The following information was provided by Dave Jolly on behalf of Steve Grainer:

VDFP held a meeting with VDEM on 12.10.07 to discuss one standard curriculum and funding availability for NIMS training. VDEM stated that they were using VDEM FY05 – FY07 money to fund current programs. VDEM stated that FY08 funding would not be available until June/July 2008. Quality assurance was also discussed with VDEM.

August to October—IMS Programs managed four (4) Train-the-Trainer programs for ICS 300 & ICS 400.

- All programs done in conjunction with VDOF
- Programs covered both NFA and NWCG curricula
 - Students are not NWCG instructors (NWCG Instructor cards can only be issued by NWCG)
 - individuals who successfully complete the T-t-T can teach using the NWCG training program or the NFA program.
 - There are now 94 individuals approved to teach ICS 300 and/or 400 using the NFA or NWCG curriculum
 - Some of these individuals, due to lack of practical operational experience, should work with more experienced instructors to develop their knowledge and understanding further
 - According to NFA and NWCG policy, all ICS 300 & 400 classes should be taught using at least 2 instructors to maintain reasonable instructor/student ratios for exercise activities.
 - There have been several instances in which some instructors or their sponsoring agencies have sought to teach these classes with only one instructor, but we continue to adhere to the NFA and NWCG requirements. (If audited by DHS using the new compliance “metrics” failure to teach the courses as required (minimum 2 instructors) may result in those classes being disallowed for NIMS compliance.

VDFP continues to recommend adoption of the NWCG curriculum as the statewide standard for all ICS 300 & 400 training.

- EMI staff continues to report that EMI and NFA will at some time in 2008 release a newly revised curriculum for ICS-300 & ICS-400, however there is no indication that NWCG will drop their curriculum.
- Since NWCG continues to “manage” the national credentialing process (i.e.—National recognition for IMT types 3, 2, and 1 is only issued at the national level by NWCG) and all member NWCG agencies only recognize the NWCG curriculum and process for “Red Carding” the NWCG protocols would logically be the system to continue using.
- VDOF has indicated they will only recognize the NWCG curriculum for their personnel

VDFP has conducted a second pilot delivery of the “ICS Planning & Forms” class. The class focuses on hands-on student application of the planning steps in ICS and the use of ICS forms in developing an IAP at the Intermediate level. This class is designed to provide two benefits:

- (a) “Close the gap” between “condensed” or “abridged” offerings of ICS-300 in which the unit on planning is not delivered sufficiently to familiarize students with the formal ICS planning process.
- (b) Provide a mechanism for review and maintenance of training in the ICS planning process because most personnel will have only limited opportunities to apply or practice the planning skills regularly
 - This class is not intended to provide a “gateway” for students to “upgrade” from the EMI/VDEM training to NFA or NWCG certifications. This can only be accomplished by completing the appropriate courses in their entirety since we cannot assess what other content has been omitted or altered in ICS 300 classes using the EMI/VDEM curriculum
 - NOTE: we have documentation that VDEM sponsored/approved instructors have continued to “trim” I-300 & 400 course hours to as little as “2 days” for both courses together. Clearly this eliminates at least 2 days of training from the content. (Dave Jolly and I have copies of current training announcements showing offerings in 2 days complete for both I-300 & I-400)
 - Although attendance at the 2nd pilot was only 11 students, their feedback was extremely positive: i.e.--
 - “We never got to work with any of the ICS forms when we took ICS-300. This class really helped understand how the forms are used to make an IAP.”
 - “I see now that the ICS-215 (form) really helps develop the other forms. They didn’t discuss that in the (I-300) class I took.”

Note: Steve Grainer is currently planning to teach another pilot of this course sometime in January or February incorporating the recommended changes from the last pilot. If all goes well with that, we can begin offering the course when/where requested. If anyone would like to “host” the next pilot, have them contact Steve Grainer.

Subject to available funding VDFP will begin scheduling 3 or 4 new Command & General Staff Training programs in 2008. NFA/USFA/FEMA are scheduled to conduct two (2) T-t-T for state course/program managers for an updated/modified version of CGSFICS. It will be called Command & General Staff Functions in the Incident Management Team. The T-t-T are scheduled in January and February at NETC. The thrust will be to foster development of local-regional Type 3 IMTs. (The NFA concept of developing state and UASI Type 3 IMTs in all states and UASI regions has not been widely accepted.) This class appears to be designed to promote IMT-3 development on a regional basis within states. It appears that the

content will be very similar to CGSFICS with only a modification to the direction or intent. This aligns closely with the VDFP concept of developing regional MIST/IST.

Steve Grainer and John Miller have applied for admission to the T-t-T. We have not heard if or who has been accepted (a/o 12/5/07)

Steve Grainer continues to be closely involved with the NIMS Upgrade (revision) process as well as the development of a NIMS 5-year Training Plan. The Revised NIMS document is intended for official release in conjunction with the revised National Response Plan (to be called the National Response Framework) sometime by Spring 2008. The unofficial "draft" NIMS document can be obtained on-line from the DHS or NIMS websites. No further changes are anticipated. It is simply awaiting official release at the same time as the NRF. The 5-Year Training Plan is expected to be released concurrently.

Steve Grainer has also been invited to serve as the fire-service representative to a small working group formed by DHS to flesh out recommended policy and procedures for the "Intelligence and Investigations" function in NIMS-ICS. The committee has met once in DC and has developed an outline for incorporating "Intelligence and Investigations" activities and staff into NIMS protocols for ICS. The committee is tentatively scheduled to meet again in January to continue refining the concepts and processes.

Vote: NA

Action: NA

Topic: Needs Assessment

Motion: NA

Discussion:

Rick Burch yielded his comments until the Administration, Policy and Finance committee.

Vote: NA

Action: NA

NEW BUSINESS

There was no new business discussed at the December committee meeting.

Billy Shelton stated that VDFP will provide a copy of the Diverse Workforce Personnel DVD (OEMS produced video) with the Arrive Alive DVD. The DVDs will be mailed to each fire department within the Commonwealth of Virginia.

ADJOURNMENT

The Committee adjourned at 12:33 pm

Clerk of the Committee
Brook M. Pittinger

REVIEWED BY:



December 17, 2007

Larry McAndrews, VDFP Liaison

Date

Enclosures:

1. Utah Fire Service Certification System certified firefighter program
2. Mobile MAZE information – available from VDFP
3. Fire Officer IV comments
4. Driver Simulator information – available from VDFP
5. Instructor II comments
6. Online learning handout

**VIRGINIA FIRE SERVICES BOARD
Fire Prevention and Control Committee
December 13, 2007**

A regular meeting of the Committee on Fire Prevention and Control was held at the Augusta County Government Center in Verona, VA at 8:00 am. Mr. Michael Reilly served as Chair.

COMMITTEE MEMBERS PRESENT

Ed Altizer
Dennis Mitchell
Michael Reilly -Chair
Barbara Hamm
Brian Mullins
Carl Garrison

COMMITTEE MEMBERS ABSENT

Insurance Industry Board Member – position vacant

VFSB MEMBERS PRESENT

Ken Jones
Tom Moffett

AGENCY MEMBERS PRESENT

Dave Jolly
Teresa Duncan
Brook Pittinger
Christine Lopilato
Billy Shelton
Russ Chandler
Sam Brunette
Don Hansen
Larry McAndrews

GUESTS PRESENT

Charlie Singleton
Bruce Crow
Jeremy Holloway
Robert Symons
Ian Bennet

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The Chair asked if there were any additions and/or corrections to the minutes of the October 2007 meeting. With no changes to the minutes, the October 18, 2007 meeting minutes were approved.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ROLL CALL

CHANGES TO THE AGENDA

Unfinished Business:

- A. Training Mini-Grants update – VFSB Member
- B. Presentation to Elaine Gall

New Business:

- I. International Code Committee (ICC) Meeting – VFSB Member

PUBLIC COMMENTS

There were no public comments.

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

The Agency has been extremely busy with many issues dealing with Fire Prevention and has made great strides in the area of Public Fire and Life Safety.

Fire Marshal Academy Update:

- The 2007 Law Enforcement Class of the Virginia Fire Marshal Academy graduated on November 8, 2007. There were 18 students that graduated. Graduation was held at Camp Pendleton in Virginia Beach. Executive Director Billy Shelton was the keynote speaker. A special thanks to all the agencies that allowed their staff to assist with the law enforcement school. A special thanks to the State Police for their staffing support.
- The VFMA is in the process of hiring a Public Fire and Life Safety Educator.
- The current Inspector 1031 program is running smooth. There is a class on-going in Marion and there are currently 18 students enrolled from across the State. We are looking at updating the program before the spring class schedule begins. The program is not changing, but revisions are being added to reflect the new code changes that have gone into effect since the last curriculum revision.
- The FSTRS data has been entered and completed as of November.

As you know the training of public educators to national standards is a role of the Virginia Fire Marshal Academy. Just as important is the role we take with the other agencies and even with the general public in some instances. This roll is headed up by Mark Buff who is our Marketing and Communications Manager. He is doing an outstanding job delivering our agency message and assisting our

stakeholders. Teresa will include a report from Mark in her presentation this morning.

To date there have been over 37,000 Pro-Board registered certificates from Virginia, with 14,675 since January 1, 2007.

COMMENTS FROM THE VDFP LIAISON Grants and Local Aid Manager

Christine Lopilato provided the following information:

VFIRS Grants:

- Award letters and certifications have been sent out to recipients. There were 20 jurisdictions that received the grant awards, totaling \$38,000.
- Award Acceptance Certification required by December 31, 2007.
- Funds disbursement scheduled for January 2008.

Training Mini Grants:

- The evaluation panel met November 2007 and has made their recommendations for the Full VFSB for grant awards.
- Award documents will go out by December 31, 2007 with Award Acceptance Certifications due back by January 18, 2008 and funds disbursement tentatively scheduled for late January 2008

COMMENTS FROM THE COMMITTEE CHAIR

Mike Reilly thanked Bobby Bailey, VDFP, for his efforts at the recent IAAI meeting, in which he provided last minute training at the conference, when one of their speakers did not show for their presentation.

Mike Reilly also informed the committee that 31 FTEs and 8 P-14s will transfer from DHCD to VDFP as part of the SFMO transfer. This information was provided by Bill Shelton, DHCD Executive Director, at the BHCD meeting on 12/10/07.

REPORT FROM THE CODE CHANGE AND DEVELOPMENT SUB-COMMITTEE

Dennis Mitchell informed the committee that the BHCD board has completed the review of all recommended code changes for this code cycle. The recommended changes are being forwarded to the Attorney General's office and then to the Governor for his signature.

The following code change recommendations were made for the current code cycle review:

- Decorative paper material in R2 dormitories – the current code change recommendation is that the decorative material language in the code be changed to fire resistant and include the encouragement for retrofitting of dorm rooms with sprinkler systems.
- Pyrotechnic certifications – the current code change recommendation is to require those that shoot fireworks/pyrotechnics to receive a certification in order to perform pyrotechnic shows. This proposed change did not make it through the regulatory process.
- In-building communications – this code change is important to improve in-building communications for public safety personnel.
- Tents and Canopies - the current code change recommendation is to bring the building and tents codes together to work as one cohesive code.
- Urban Wildland interface code change recommendations did not make it through the regulatory process this year. It was pulled once it had been amended to the point of being cumbersome and ineffective. Plans are to address this in a future legislation session
- UL-300 code change recommendations did not make it through the regulatory process.

Dennis Mitchell also stated that Mike Reilly will assume the VFSB committee member position on the BHCD board.

The ICC 2009 code cycle begins in February 2008. The meetings will be held in Palm Springs, CA. Dennis Mitchell will attend as the VFSB representative and Mike Reilly will attend as the Fairfax County representative. Co-Chair for the Fire Code Change Committee, Robbie Dawson may be able to attend with funding from his department, Chesterfield Fire.

The committee also thanked Elaine Gall for her hard work as the VFSB Codes subcommittee chair. The committee also recognized the hard work that Robbie Dawson has been contributing as the new VFSB Code Subcommittee chair.

REPORT FROM THE DEPARTMENT OF FORESTRY

There was no update provided by the State Forester.

UNFINISHED BUSINESS

Topic: Training Mini-Grants update

Motion: Additional \$110,279.00 funding for the training mini-grants program.

Discussion:

The committee chairman thanked the training mini-grants committee for their hard work in reviewing the training mini-grants applications.

The committee chair also emphasized the importance of localities providing accurate documentation when submitting their training mini-grants applications.

Vote: All in favor

Action: To present the motion for additional funding to the Administration, Policy and Finance committee.

Topic: Presentation to Elaine Gall

Motion: NA

Discussion:

The committee provided Elaine Gall with a plaque thanking her for her hard work and dedication as the VFSB Code Subcommittee Chair.

Vote: NA

Action: NA

NEW BUSINESS

Topic: International Code Committee (ICC) Meetings

Motion: NA

Discussion:

It was noted that Dennis Mitchell will be attending the ICC meetings as the VFSB representative. The ICC meetings will be held in February 2008 in Palm Springs, CA.

Vote: NA

Action: NA

Topic: Badges

Motion: To use the VFSB badge with the name "VFSB" on the top of the badge for all future plaques.

Discussion:

The committee discussed which badge should be used for future board plaques. The two choices are the badge with VFSB on the top versus the badge with VFSB on the bottom.

Vote: All in favor

Action: Motion carries

ADJOURNMENT

The Committee adjourned at 8:50 pm

Clerk of the Committee
Brook M. Pittinger

REVIEWED BY:

Russell K. Chandler
Russ Chandler, VDFP Liaison

December 17, 2007
Date

VIRGINIA FIRE SERVICES BOARD
Administration, Policy and Finance
December 13, 2007

A regular meeting of the Committee on Administration, Policy and Finance was held at the Augusta County Government Center in Verona, Virginia at 1:30 pm. Mr. Dennis Mitchell served as chair.

COMMITTEE MEMBERS PRESENT

Kenneth J. Brown – Vice Chair
Michael Reilly
Dennis Mitchell – Chair
Richard E. Burch Jr.
William B. Kyger, Jr.
Gary Eads

COMMITTEE MEMBERS ABSENT

J. Chris Kollman
Brian Mullins

VFSB MEMBERS PRESENT

Barbara Hamm
Tom Moffett
Ed Altizer
Ken Jones

AGENCY MEMBERS PRESENT

Billy Shelton
Teresa Duncan
Christine Lopilato
Brook Pittinger
Larry McAndrews
Sam Brunette

GUESTS PRESENT

Mike Berg
Bruce Crow
Charlie Singleton
Bill Glover
Jim Eicholtz
Willie Jahnke

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The Chair asked if there were any additions and/or corrections to the minutes from the October 2007 meeting. With no changes to the minutes the October 18, 2007 meeting minutes were approved.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ROLL CALL

CHANGES IN AGENDA

Unfinished Business:

- A. Fire Officer Academy

New Business:

- A. Attachment B, HTL and TMS Presentation – Bill Glover

PUBLIC COMMENTS

There were no public comments made at the December committee meeting.

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 position:
 - Fiscal Technician – Jennifer Andrews
- We have current vacancies and are advertising to fill the following positions:
 - Grants & ATL Manager – re-advertised position; will close December 26th.
 - VFSB Board Clerk – reviewing applications from Division 1 and Training & Technical Services admin assistant process; interviews after January 2, 2008.
- We are currently conducting interviews to fill the following positions:
 - Fusion Center Intelligence Analyst – interviews to be held on December 20th.
 - Equipment Maintainer – interviews will be held week of December 17th.
 - Division 1 Administrative Assistant – interviews to be held week of December 17th.
 - Receptionist – moved position to Division 1; will hire from current applicant pool for administrative assistant.
 - Training & Technical Services Branch Administrative Assistant – interviews will be held week of December 17th.

- Public Fire & Life Safety Educator Coordinator – interviews held on December 7th with one make up interview pending due to inclement weather.

IT/ VFIRS

- Reports that will be distributed at Full Board meeting on Friday are as follows:
 - Summary by Incident Type CY 2007 as of 12/1/2007
 - Residential Structure Fire Causes CY 2007 as of 12/1/2007
 - Executive Summary of the 2007 Needs Assessment
- VFIRS training was conducted for the following localities:
 - Greene County
 - Painsville Volunteer Fire Department;
 - Wise County
- Needs Assessment – final deadline was November 26th. Final response rate was 89-percent; goal was 90-percent. Draft of Needs Assessment will be handed out at Full Board meeting. Included this year are additional graphs to represent needs by regions to give legislators a truer picture for their specific districts. Clarification was also provided regarding the distribution of the reminder letters for those departments that had not yet responded to the survey. When a locality responded to the survey, they were asked to report whether they were reporting for the county, individual fire department or for just career or volunteer departments.
- Learning Resource Center – to be completed December 19th; LRC contains 14 computers and smart board for VFIRS training, FSTRS training, other software programs internal to the agency.
- Marion Long attended the 2007 Equity Diversity Conference hosted by Hampton Fire Department on November 2nd – 4th and the National Fire Information Council at the National Fire Academy December 5th – 7th.

Marketing & Communications

- Fire Corps workshop held on Friday, November 15th. Eighteen participants.
- There was a recorded life saved from a smoke detector funded from the Be Fire Safe, Virginia! grant program.
- Represented the agency at the OEMS Symposium November 8th – 10th in Norfolk Virginia.
- Applied for a Fire Protection & Safety grant to purchase hearing impaired smoke detectors. This grant will be in partnership with the Department of Deaf & Hard of Hearing.
- Held several planning session for the Annual Firefighter Memorial Service; collecting applications for Honor Guard.
- The fire safety tips section on the agency's website, under the fire safety education link, has been updated.
- Two press releases were sent out regarding the following subjects:
 - Holiday Fire Safety – sent 12/6/07

- Heating Season Fire Safety – sent 12/12/07

Policy & Legislation

- Legislation – increase of Fire Programs Fund distribution, from 1% to 1.5%. Has cleared the Secretary of Public Safety's office; at the Governor's office.
- Attended House Joint Resolution #734 Recruitment & Retention meetings. A budget bill is being submitted to fund VOLSAP for next two fiscal years at \$125,000 per year. This will only be for those volunteers already in VOLSAP.
- Completed mitigation report for agency's loss control audit from Managed Care Solutions.
- Completed updates of Governor's Scorecard for the quarter.
- Distribution of Governor's Award packages. Deadline December currently is December 15th; extending deadline to December 31st.
- The next VDEM/ VDFP Stakeholders Meeting will be December 18th in Fairfax.
- Board members shall turn in their Financial Disclosure Forms to Brook Pittinger before leaving on Friday, December 14, 2007.
- Policies completed for the agency:
 - Telecommuting
 - Conflict of Interest
 - Small Purchase Charge Card
 - Travel

Procurement

- Laura Bishop, Manager attended 2007 Procurement Forum in Hampton October 28th – 31st.
- Completed Office Space Questionnaire (OSQ) for space to accommodate move of SFMO Richmond personnel and additional positions for fiscal moving back in-house.
- Completed quarterly SWAM report; purchases from SWAM vendors for 1st quarter totaled \$99,197. Requisitions processed for Oct/ Nov were 162 for \$207,378 for a year-to-date total of 400 requisitions for \$580,367.
- Completing revised Small Purchase Charge Card reconciliation form to include information as it pertains to SWAM vendors for improved accounting purposes.

Budget & Grants

- Budget Decision packages were completed and submitted to DPB on 10/31/07.
- Fiscal Technicians continue to maintain 100% for prompt pay for October and November.
- ARMICS – phase 2 deadline is March 30, 2008. This phase involves documentation of all business processes.

- Board Operating Budget reports and financial reports will be provided by Christine.

REPORT BY THE VDFP LIAISON Grants & Local Aid Manager

The following information was reviewed by Christine Lopilato.

Budget Report

- VFSB Budget Report as of November 30, 2007
 - At 11/30/07, target of 42% expended with 58% budget balance remaining

Project Number	Cost Code	Description	FY-08 Budget	Exp. FY08 MTD 11/30/07	Exp. FY08 YTD 11/30/07	Balance Remaining	% Remaining
		Board (6-Mtgs/Yr.)	87,493	2,872	22,098	65,395	74.7%
40001	301	Direct Bd. Support by DFP	8,100	153	6,509	1,591	19.6%
	302	Survey/Consult Svcs. (Bd. Rqst'd.)	25,000	-	6,225	18,775	75.1%

- Mid-Fiscal Year performance review and analysis will be completed in January
- ATL
 - FY07 ATL Disbursements – Enclosure 1
 - 99.1% funds disbursed – posted on www.vafire.com
 - 12 jurisdictions remaining that have not yet collect their ATL for FY07
 - Written notification will be sent to the 12 remaining jurisdictions notifying them that their ATL will be forfeited if not claimed by July 1, 2008.
 - FY08 ATL Disbursements – Enclosure 2
 - 2Q08 disbursement made for \$2,696,150 – posted on www.vafire.com
 - Represents 81.7% of total FY07 funds
 - Represents 71.6% of 324 localities (232 jurisdictions released)
- Burn Buildings – Enclosure 3
 - Cash Obligations and Availability as of November 30, 2007
- VFIRS Grants
 - Award letters sent out to recipients;
 - Award Acceptance Certification required by December 31, 2007;
 - Funds disbursement scheduled for January 2008.
- Training Mini Grants

- Evaluation panel met November 2007 and recommendations will be made to the Full VFSB for awards.
 - Award documents will go out by December 21, 2007 with Award Acceptance Certifications due back by January 18, 2008 and funds disbursement tentatively scheduled for late January 2008. If approved, the total award amount for Training mini-grants will be \$110,279.
- Statement of Cash – Interest Account as of November 30, 2007 – Enclosure 4

Burn Building Report

- A summary of the burn building project summary is available at Enclosure 5.
- Letter to accompany Burn Building Review reports provided by The Structures Group
 - A letter will go out with locality reports. A copy of the report will be sent out by December 31, 2007 and will encourage jurisdictions to apply for burn building renovation/repair funds – Enclosure 6.
 - It was recommended that all letters to localities that lack safety railing around their burn building roof's should include a statement that VDFP certified courses are not permitted until after safety railings are installed.
 - Application deadline of February 15, 2008 to allow the VFSB to review applications at the February meeting
 - With anticipated budget constraints continued for FY07 and expected for FY08, should obligate as many dollars as quickly as possible to avoid confiscation of funds (burn building account and interest account)
- Christine will provide a letter to Rockbridge County notifying them that (VDFP) certified training can not occur until safety railings are installed on the roof of their burn building.

COMMENTS FROM THE BURN BUILDING SUBCOMMITTEE CHAIRMAN

The burn building subcommittee did not meet on Wednesday, 12/12/07 as originally scheduled. Therefore, there is no report at this time. The subcommittee will meet following the Administration, Policy and Finance committee meeting and provide their findings at the Full Board meeting on Friday, 12/14/07.

COMMENTS FROM THE STRUCTURES GROUP, INC

Comments from The Structures Group, INC will be held until the Burn Building Subcommittee meeting.

COMMENTS FROM THE COMMITTEE CHAIRMAN

Dennis Mitchell thanked Chief Crow and Augusta County for their hospitality.

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: Training Mini-Grants update

Motion: Additional \$110,279.00 funding for the training mini-grants program.

Discussion:

There were 11 jurisdictions that applied for the training mini-grant that had not applied for the training mini-grants program before.

Vote: All in favor

Action: Motion Carried

Topic: Badges

Motion: To use the VFSB badge with the name "VFSB" on the top of the badge for all future plaques.

Discussion:

The committee discussed which badge should be used for future board plaques. The two choices are the badge with VFSB on the top versus the badge with VFSB on the bottom.

Funding for this item will come from the administrative budget.

Vote: All in favor

Action: Motion carries

UNFINISHED BUSINESS

Topic: Fire Officer Academy

Motion: To transfer up to \$50,000 from the VFSB interest account to form a partnership with VDFP to fund the Conference and Education Assistances program. The FY08 application process will be reopened for a specified period of time to allow for all stakeholder groups to apply for the Conference and Education Assistances program. The funds provided must be spent by June 30, 2008 and a report from the hosting group must be provided to the agency within 30 days of the conference/program delivery.

Discussion:

Dennis Mitchell informed the committee that the agency has historically provided a Conference and Education Assistances program, which they fund out of the agency's operating budget.

Dennis Mitchell suggested that the Board form a partnership with VDFP that provides VDFP with funding for the Conference and Education Assistances program from the Board's interest fund account.

It was noted that this grant program would be reevaluated each year to determine if funding was available.

Vote: 5-1

Action: The motion carries and will be presented at the Full VFSB.

NEW BUSINESS

Topic: Attachment B, HTL and TMS Presentation – Enclosure 7

Motion: NA

Discussion:

Bill Glover, President of Hire Temperature Linings, addressed the committee and stated that the Board's burn building budget figures need to be readjusted because they are too low. Mr. Glover recommended that the Board's new burn building budget should be closer to \$500,000 for new construction.

Mr. Glover spoke about the importance of temperature monitoring system and he offered his services to the VFSB regarding temperature monitoring systems.

Vote: NA


Action: NA

ADJOURNMENT

The Committee adjourned at 4:05 pm

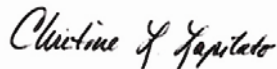
Clerk of the Committee
Brook M. Pittinger

REVIEWED BY:



Teresa Duncan,
Branch Chief – Administration & Support

December 17, 2007
Date



Christine Lopilato
Grant & Local Aid Manager

December 17, 2007
Date

Enclosures:

1. FY07 ATL Disbursements
2. FY08 ATL Disbursements
3. Cash Obligations and Availability as of November 30, 2007
4. FY08 Interest account obligations and cash availability
5. Burn Building Project Summary for FY08
6. Burn Building Status Review Report (letter to localities)
7. Temperature Monitoring Systems letters (2)