

**VIRGINIA FIRE SERVICES BOARD**  
**December 14, 2007**

A regular meeting of the Virginia Fire Services Board was held at the Augusta County Government Center in Verona, Va. at 9:00 am. Mr. Dennis Mitchell served as Chair.

**BOARD MEMBERS PRESENT**

Kenneth Brown  
Gary Eads  
Richard E. Burch Jr.  
Michael Reilly  
Kenneth L. Jones  
Thomas H. Moffett  
Dennis Mitchell – Acting Chair  
Brian Mullins  
Barbara Hamm  
Carl Garrison  
William B. Kyger Jr.  
Ed Altizer

**BOARD MEMBERS ABSENT**

Thomas Fuqua  
J. Chris Kollman  
Insurance Industry Board member – position vacant

**AGENCY MEMBERS PRESENT**

Teresa Duncan  
Christine Lopilato  
Billy Shelton  
Brook Pittinger  
Dave Jolly  
Sam Brunette

**GUESTS PRESENT**

Bruce Crow  
Charlie Singleton  
Chris Eudailey  
Dennis Linaburg  
Erin Bryant  
Jeff Flippo

**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 19, 2007 meeting minutes were approved.

## **PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**

## **ROLL CALL**

## **CHANGES IN THE AGENDA**

### **Unfinished Business:**

- A. Fire Officer Academy – VFCA
- B. Thermal Imaging Cameras grant program – VFSB
- C. Report from Burn Building Subcommittee

### **New Business:**

- A. DHCD Board Appointment – VFSB
- B. Calendar Year 2008 Board Meetings – VFSB Chairman

## **PUBLIC COMMENTS**

Chief Bruce Crow welcomed the VFSB to Augusta County.

## **COMMENTS FROM THE VDFP LIAISON VDFP Executive Director**

Billy Shelton provided the following information:

- ATL for FY 07 is 99% disbursed
- ATL for FY 08 is 71% disbursed
- Pro-Board Registrations stand at 37,945.
- Virginia and its three (3) Delegated Authorities (Prince William, Henrico, & Fairfax) have been re-accredited by the Pro-Board for another five (5) years.
- First Responder Access Credentialing (FRAC) cards have been issued to VDFP staff. The NCR pilot program (Northern Virginia) may be expanded to the Tidewater Area in the future.
- 2007 Needs Assessment has an 89% report rate. The final document will be printed and distributed to the Virginia General Assembly by January 9, 2008. The revised format depicts the Fire and Emergency Services Needs more succinctly. Enclosure 1
- ATL increase to 1.5% has been submitted to the Governor's Office from SPS for approval.
- State Fire Marshal's Office (SFMO) transition is progressing well with positions and funding locked into place. An Office Space Questionnaire (OSQ) has been submitted to DRES for approval to relocate the Richmond Office, hopefully to Glen Allen.
- Be Fire Safe Virginia has documented a "live save" recently in Danville, VA. with an issued smoke detector.

- CY 2007 Fire Data (1-1 to 11-30) VFIRS Data is important to lower Virginia's Fire Losses. Enclosures 2 & 3
  - Total Calls: 377,703
  - Fires: 23,398
  - Loss: \$430.5M
  - Deaths: 64 (One Fire Service)
  - Injuries: 433
- Next Stakeholder's Meeting is scheduled for December 18, 2007 at the Fairfax County Government Center from 10 AM to 2 PM. SPS Marshall will be attending.
- Legislative initiatives by the Virginia Fire Service Council have been provided via e-mail.
- 108 firefighters have paid the ultimate price in 2007; unfortunately, one of those was a Virginian.

### **COMMENTS FROM THE CHAIR, VFSB**

Dennis Mitchell thanked Chief Bruce Crow for his hospitality during the Board's meeting in Augusta County.

### **REPORT FROM THE COMMITTEE ON FIRE EDUCATION AND TRAINING**

The following topics were discussed at the Fire Education & Training committee meeting.

#### **Topic: Mobile MAZE**

**Motion:** NA

**Discussion:**

There was no additional discussion at the Full VFSB meeting.

The following discussion was held at the committee level:

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**

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

**Discussion:**

There was no additional discussion at the Full VFSB meeting.

The following discussion was held at the committee level:

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:**

There was no additional discussion at the Full VFSB meeting.

The following discussion was held at the committee level:

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**

**Motion:** NA

**Discussion:**

There was no additional discussion at the Full VFSB meeting.

The following discussion was held at the committee level:

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**

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

**Discussion:**

There was no additional discussion at the Full VFSB meeting.

The following discussion was held at the committee level:

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:**

There was no additional discussion at the Full VFSB meeting.

The following discussion was held at the committee level:

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**

**Motion:** NA

**Discussion:**

There was no additional discussion at the Full VFSB meeting.

The following discussion was held at the committee level:

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:**

There was no additional discussion at the Full VFSB meeting.

The following discussion was held at the committee level:

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

VDFP met 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 2<sup>nd</sup> 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

## **REPORT FROM THE COMMITTEE ON FIRE PREVENTION AND CONTROL**

The following topics were discussed at the Fire Prevention and Control committee:

### **Topic: Training Mini-Grants update**

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

**Discussion:**

There was no additional discussion at the Full VFSB meeting.

The following discussion was held at the committee level:

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:** Unanimous

**Action:** Motion Carried

### **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

**Topic: International Code Committee (ICC) Meetings**

**Motion:** NA

**Discussion:**

There was no additional discussion at the Full VFSB meeting.

The following discussion was held at the committee level:

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:**

There was no additional discussion at the Full VFSB meeting.

The following discussion was held at the committee level:

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

## **REPORT FROM THE COMMITTEE ON ADMINISTRATION, POLICY & FINANCE**

The following topics were discussed at the Administration, Policy & Finance committee meeting.

### **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:**

The following discussion was held at the Full VFSB meeting:

Gary Eads stated that reopening the Conference and Education Assistances program at this time could create a negative situation for the Board regarding future requests.

Tom Moffett also echoed similar comments as Mr. Eads.

The following discussion was held at the committee level:

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:** 9-2

**Action:** Carried

### **Topic: Attachment B, HTL and TMS Presentation**

**Motion:** NA

**Discussion:**

There was no additional discussion at the Full VFSB meeting.

The following discussion was held at the committee level:

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

#### **UNFINISHED BUSINESS**

**Topic: Fire Officer Academy**

**Motion:** NA

**Discussion:**

No discussion was held regarding this item as it is now eligible for the Conference and Education Assistance Program.

**Vote:** NA

**Action:** NA

**Topic: Thermal Imaging Cameras grant program**

**Motion:** NA

**Discussion:**

Richard Burch asked whether creating a thermal imaging camera grant program was financially responsible now and questioned whether the

Board should wait for the Burn Buildings Subcommittee's fiscal assessment report regarding burn building repair needs/requirements.

Ken Jones noted the costs associated with purchasing thermal imaging cameras and noted that the funding of the grant program may be more of an "equipping" scenario instead of a training support feature.

Ken Brown stated that he would like to see this program target localities that are truly unable to afford thermal imaging cameras.

The Board recommended that VDFP staff research the cost requirements for funding the thermal imaging camera grant program and provide recommendations to the Board at the February Board meeting.

**Vote:** NA

**Action:** Discussion of the Thermal Imaging Grant Program will be placed on the Administration, Policy and Finance February agenda.

**Topic: Burn Building Subcommittee Update**

**Topic: Review of the letter to be sent to localities regarding their burn building inspection**

**Motion:** NA

**Discussion:**

The letter was approved, but will be revised to include a statement that all recommended remedial repairs must be completed within 18 months to be eligible for VDFP certified courses.

Mike Matthews provided Christine Lopilato with his recommended changes to the letter.

**Vote:** NA

**Action:** NA

**Topic: Review of Remedial Repairs Based on 5 Year Inspection Reports**

**Motion:** NA

**Discussion:**

Mike Matthews provided the subcommittee with a copy of the Remedial Repairs Based on 5 Year Inspection Reports. Mike also provided a review of the reports for the subcommittee.

It was noted that the current inspection reports are estimates and an additional 30% should be added to all cost estimates (industry average estimate).

The subcommittee thanked Mike Matthews and TSG for their hard work and meticulous attention to detail throughout the burn building review process.

**Vote:** NA

**Action:** NA

**Topic:** Discussion and development of guidelines for the renovation projects

**Motion:** NA

**Discussion:**

Discussion was tabled until the next subcommittee meeting.

**Vote:** NA

**Action:** NA

**Topic:** Fiscal Plan for the renovation projects.

**Motion:** NA

**Discussion:**

Discussion was tabled until the next subcommittee meeting.

**Vote:** NA

**Action:** NA

**Topic:** Prioritization of renovation projects

**Motion:** NA

**Discussion:**

Discussion was tabled until the next subcommittee meeting.

**Vote:** NA

**Action:** NA

**Topic: Discussion on Needs Analysis to determine total number of burn building**

**Motion:** To authorize VDFP to solicit interest from an appropriate graduate school program to provide assistances in the burn building needs analysis on-behalf of the VFBSB.

**Discussion:**

Ken Brown asked if Mike Matthews was able to provide a need analysis for burn buildings and Mike Matthews stated that TSG could provide those services.

Ken asked the subcommittee how they could go about achieving the needs assessment.

Ken Jones recommended determining the location of the existing burn buildings within the Commonwealth of Virginia, the number of fire departments within the Commonwealth of Virginia and the number of firefighters using the burn buildings. From this analysis, the Board could examine the use of alternative burn buildings (mobile burn buildings) and determine the best strategy to attack future burn building projects.

It was recommended that the Board utilize a graduate student to conduct the aforementioned research project.

**Vote:** Unanimous

**Action:** Carried

**Topic: Discussion on mobile burn buildings**

**Motion:** NA

**Discussion:**

Ken Jones has two vendors available to demonstrate their mobile burn building. Ken will work with the VFCA to determine if the vendors can show their mobile burn buildings at the February board meeting.

**Vote:** NA

**Action:** NA

## **NEW BUSINESS**

### **Topic: BHCD Board Appointment**

**Motion:** NA

**Discussion:**

Dennis Mitchell announced that Mike Reilly is the new VFSB representative on the BHCD board.

Mike Reilly thanked Dennis Mitchell for his outstanding work as the VFSB representative on the BHCD board.

Dennis Mitchell noted that Tommy Fuqua will need to send an official letter to BHCD notifying them of Mike Reilly's appointment as the VFSB representative on the BHCD board.

**Vote:** NA

**Action:** NA

### **Topic: Calendar Year 2008 Board Meetings**

**Motion:** NA

**Discussion:**

February 20–22 – Virginia Beach  
April 16 – 18 – VDFP head quarters in Glen Allen  
June 6-7 – VDFP head quarters in Glen Allen  
August 14-16 – Hampton  
October 22-24 - TBD  
December 10 – 12 – TBD

The October and December meeting locations will be set at the February 2008 Board meeting. The suggested locations for the October and December Board meetings are Arlington, Fredericksburg and Augusta Counties.

**Vote:** NA

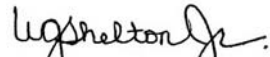
**Action: NA**

**ADJOURNMENT**

The Committee adjourned at 10:30 am

Clerk of the Committee  
Brook M. Pittinger

**REVIEWED BY:**



\_\_\_\_\_  
W. G. Shelton, Jr., Executive Director, VDFP

2007

Date

**Enclosures:**

1. Needs Assessment Executive Summary
2. VFIRS Residential Structure Fire Causes Report
3. VFIRS Summary By Incident Type

APPROVED