

VIRGINIA FIRE SERVICES BOARD
Fire Education and Training Committee
August 15, 2008

A regular meeting of the Committee on Fire Education and Training was held at the Hampton Convention Center in Hampton, VA at 8:30 am. Mr. Ken Brown served as acting Chair.

COMMITTEE MEMBERS PRESENT

Kenneth Brown – Acting Chair
Mike Armstrong
Thomas Fuqua (Shadowing Mike Armstrong)
Tom Moffett
Chris Kollman – ex officio

COMMITTEE MEMBERS ABSENT

Mike Reilly
Dennis Mitchell
Robert Scott
Barbara Hamm
Ed Altizer
Industry (SARA Title III & OSHA) – Vacant

VFSB MEMBERS PRESENT

AGENCY MEMBERS PRESENT

Billy Shelton	Larry McAndrews	Sam Burnette
Brook Pittinger	Russ Chandler	
Amanda Wood	Dave Jolly	

GUESTS PRESENT

Hampton Hart – VDEM
Ron Jenkins – VDEM
Ron Collins
Charlie Singleton

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 June 2008 meeting. With no changes to the minutes, the June 6, 2008 meeting minutes were approved.

CHANGES IN THE AGENDA

Unfinished Business:

- A. Crew leader curriculum update

New Business:

- A. Fire Officer II curriculum update
- B. Driver Pump Operator (DPO) curriculum update
- C. Firefighter I & II curriculum update

PUBLIC COMMENTS

Thomas Fuqua introduced Mike Armstrong as the newest VFSB member. Mike Armstrong replaced Thomas Fuqua on the VFSB.

COMMENTS FROM THE VDFP LIAISON Branch Chief of Training & Operations

Larry McAndrews provided the following information:

Training and Technical Services Branch and the Operations Branch completed the 4th quarter FY08 training and have begun training for the 1st quarter of planning for the 2009 fiscal year. The Division Offices have closed out FY08 training programs and the following are the closed out figures.

Division	Funded	Non-funded	Reimbursable	Cancelled	Student Trng Hours	Total
0	40	2	0	0	9,422	42
1	64	287	13	15	52,371	349
2	42	200	0	16	39,266	226
3	53	154	1	39	43,395	169
4	49	68	3	20	25,759	100
5	58	255	12	42	57,227	283
6	54	175	1	17	40,613	213
7	33	204	5	0	48,986	242
8	44	124	2	3	18,183	167
9	114	106	14	3	36,212	231
	551	1575	51	155	371,434	2022

See Enclosure # 1 - Completed Schools by Month & Division

See Enclosure # 2 - Course Name & Students per Month

Percentages for each type of Programs

Funded	0.253100597	25%
Non-funded	0.723472669	72%
Reimbursable	0.023426734	2%

ProBoard Certifications

57,842 Pro-Board registrations as of 08/01-08

Curriculum Update:

- The Fire Officer II program has completed piloting and is being presented to the committee for review.
- The Driver Pumper Operator program has completed piloting and is being presented to the committee for review.
- The Firefighter I and II development committee has continued to meet and has completed the administrative guides for the program. Due to the teaching material not being completed by all the publishers the committee has elected to develop the program utilizing the IFSTA program and will begin pilots during the next month. As the other publication material is received the committee will develop and pilot that curriculum. The entire develop process will take several months due to the hours to deliver both Firefighter I and II. Currently we are looking at Firefighter I going to approximately 145 hours plus Hazardous Materials Operations and Firefighter II will be approximately 70 hours. We will keep the VFSB updated at each of the upcoming meetings; however the program most likely will not be presented to the committee until April 2009 for review. See Enclosure # 3 - Firefighter I & II Update Document
- As presented in the April committee meeting the Fire Instructor III committee has finalized the program for piloting this fall.
- The Mayday Firefighter Down committee has been piloting the new awareness program. The program has been placed into the Knowledge Center for online delivery. Chief Hansen is present to provide the committee a demonstration of the program.

Master Firefighter Program (Crew Leader)

- The Fire Officer Development committee has completed the DRAFT document for review by the committee. The document will be provided to each committee member for review. The committee has developed a pilot schedule and will be doing those pilots simultaneous with the review of the committee. This is a slight change from our normal process however we are trying to finalize the product and will provide the committee feedback at the next meeting.

Fire Officer IV Equivalence Process

- Staff spoke to the National Fire Academy regarding the EFO program and confirmed that their EFO programs do not comply with the job performance requirements of the NFPA 1021, level IV programs.

- We also spoke with the Pro-Board for an official interpretation of the process as outlined last meeting. We have included the response from Fred Piechota, Accreditation Manager.

Fred Piechota wrote:

“I have had an opportunity to review the materials that you submitted regarding the granting of Equivalency for levels of certification.

As you are aware, each Pro Board Accredited entity may establish procedures to award levels of certification based upon their local needs and requirements so long as they meet the Criteria set forth by the Pro Board and are approved by the Committee on Accreditation.

Granting of Equivalency based upon the completion of courses of study or other achievements is allowed under Pro Board Criteria but must be documented in a very specific manner to show how an individual has met the requirements of the current NFPA Standard for the level. That would require that each objective in the current edition of the Standard be correlated to the requirements of the programs being considered in a way that ensures that each Job Performance Requirement has been attained by the candidate to the satisfaction of the Accredited Entity.

In the case that you cited, it appears that the programs being considered do not meet the current edition of NFPA Standard 1021, Fire Officer IV. It also appears that the requirements of one of the programs may allow an individual to complete the program without having met all of the individual JPR's of the Standard. In such a case, it is my opinion that the granting of an Equivalency may not meet Pro Board requirements and that alternate testing may be appropriate.

I hope this information is helpful. Please contact me if I can be of further assistance.”

*Frederick W. Piechota, Jr,
NBFSPQ Accreditation Manager
The Pro Board
413-374-8051
fpiechota@theproboard.org*

EVOC Memorandum of Understanding

- The Virginia Association of Volunteer Rescue Squad, the Office of Emergency Medical Services and the Virginia Department of Fire Programs finalized an updated MOU for the delivery of the current EVOC program. The Virginia Department of Fire Programs will recognize the programs delivered by the other agencies provided they complete the commentary driving portion of the program and provide documentation to Fire Programs.
- This will allow those agencies that have both VAVRS and VDFP instructors to deliver programs to meet the need of their agency.

- The MOU does have a quality assurance requirement to ensure that the program continues to be presented with the same high standards as the agency has strived to obtain.
- It was noted that VDFP instructors do not need to take any additional courses in order to teach for both organizations.

NIMS Program Chief:

1. Russ Chandler met with Hampton Hart and they jointly set up an action plan for conducting Quality Assurance for future NIMS related training. Following the Governor's Executive Order, VDFP and VDEM will set up a template for Quality Assurance for all future NIMS training. This document will then be reviewed and amended as necessary by a committee from VDFP, VDEM, State Police, Health, Transportation, National Guard, Forestry and Criminal Justice Services. The outcome of that meeting will then be reviewed by the associated Secretariats and then published as required. Along with the program will be a single page description of the courses available, who delivers these courses and appropriate contact information. Part of this document will be the necessity of advising fire related organizations that if they plan on working with Forestry on any national event that it may be necessary for them to complete the NWCG 300 and 400 in lieu of the EMI or NFA.
2. DHS has mandated the minimum of 18 hours but recommends 22 hours for the delivery of the 300 courses. USDA has taken the lead on efforts to establish one national curriculum package. It is uncertain when the eventual product will be released for public use, although there is a chance this may happen as early as October. NWCG has not been directly involved in the efforts to establish a national standard curriculum.
3. Since Mid-June, the IMS Program section has conducted the following ICS training:
 - a. June 30 – July 2: ICS 300 for VDSS senior staff and adjunct workforce staff and fire and law enforcement personnel from Fauquier County.
 - b. July 15-17—ICS-300 for VDSS, Adjunct Workforce and others in Roanoke.
 - c. July 22-24—ICS-300 for VDSS, their Adjunct Work Force (AWF), and others in Glen Allen.
 - d. July 29-31—ICS 300 for VDSS, AWF, and others in Virginia Beach
 - e. Regretfully the ICS-300 class scheduled for VDSS in Abingdon 6/25-27 was cancelled (possibly postponed) due to insufficient enrollment
 - f. At least nine 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 through both state and federal funds.
4. USFA has now been designated as the administrative agent for future Position-Specific T-t-T programs. To date we have not received notice concerning resumption of the T-t-T initiative or administrative changes planned. Steve Grainer is maintaining close communication with USFA staff to be kept abreast of program developments and resumption of the T-t-T effort.
5. Steve Grainer continues to be a national influence on NIMS related issues:
 - a. He participates 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.
- b. He continues to serve as a SME on state and local NIMS and NRF issues for the Project on National Security Reform (PNSR). This 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 conjunction with the return of Congress in September.
 - c. Steve has also been invited by the FEMA Preparedness directorate to participate in working group activities to review, refine and finalize the Draft “Target Capabilities List” (TCL) originally developed in 2005 and updated in 2007.
6. We are in the final stage of obtaining the promised federal funds which has now been reduced to \$63,000. Even though the absence of these funds has significantly constrained VDFP’s capability to deliver NIMS compliant training; we have diverted other funding to NIMS which has allowed us to continue this vital training delivery.
 7. A CGSFLIMIT class has been scheduled for Roanoke on August 24-29. This is an enhanced/updated version of the original CGSFICS class offered several times from 2004-2006. The principal goal of this course is to reinforce ICS-300 training and enable localities and regions to further work toward development of a Type 3 IMT. This class is being offered only because we were able to “save” enough funds from other NFA classes to fund this class through the balance of the NFA grant for 2008. The only hope for more of these schools is if additional federal funding can be identified and secured.
 - a. Note: This class does NOT create a Type 3 IMT. It is another valuable step in a fairly long and detailed process that by DHS standards will include position-specific training, “shadowing,” and national credentialing. This class is very good and will help establish the teamwork concepts but neither teams nor individuals will get any national credential or certification for IMT or position-specific status.

ARFF Program Chief:

Since the last board meeting, the ARFF program has conducted two funded training classes, issuing 12 certificates of Attendance for *General Aviation Firefighting for Structural Firefighters*, and 124 Aircraft Live Fire Training Certificates of Attendance.

HTR Program Chief:

- Conducted three reimbursable courses for VAVRS at their Rescue College.
- Conducted five funded HTR courses.
- Conducted five non-funded courses.
- HTR Specialist Testing will be conducted at four sites (pretest/workup at Henrico, Hampton, PWC and Roanoke) and the final will be in Henrico (December 6/7) we have 32 applicants. Acceptance letters and study materials have been sent to all applicants.

- Vehicle Rescue TTT at Lynchburg August 22, 23 and 24.

Knowledge Center - Enclosure 5 – Knowledge Center Registration & Use Instructions

- Mayday Awareness TtT is currently on the Knowledge Center. This is a 2 part program with the 1st part being online which covers the Administrative guidelines. The 2nd part is shadowing of another instructor. This class can be taught as part of Firefighter I or a stand-alone course.
- Hazmat Awareness online program has been completed and is currently in a pilot phase.

Upcoming Regional Schools and classes:

Fire Service Training Record System (FSTRS)

Public Safety Events

EVENT	LOCATION	DATE	CONTACT
15th Annual Life Safety Achievement award	Download Application here		Roy Marshall at rfirlm@myfmmc.com (712/829-2734)

Regional School Announcements

Events without links will be updated once times and locations have been confirmed

Division 5	Virginia Fire Training Weekend Fire Modeling and Fire Behavior classes are full See brochure for additional course offerings	August 23 & 24, 2008
Virginia	NFA - Command and Control of Incident Operations N831 Offered through Region III TRADE and hosted by Virginia COURSE IS CURRENTLY FULL	August 25-30, 2008
Division 4	Wise Regional Fire School	September 6 & 7, 2008
Division 3	Central Virginia Fall Fire School Lynchburg, Virginia	September 20 & 21, 2008
State Offering	NFPA 1021-03 Fire Officer Level IV Central Virginia Community College - Bedford Campus Course Full - Next offering April 2009 - Glen Allen, VA	October 1, 8, 15, 29, 2008
Division 1	Caroline County Regional Fire School Brochure and information coming soon – Check Back Often!	April 18 and 19, 2009
State Train-the-Trainer offering	NFPA 1021 Fire Officer Level I Train-the-Trainer - 8:00p.m. to Noon Stafford, VA	September 6, 2008
State Train-the-Trainer offering	NFPA 1021 Fire Officer Level III Train-the-Trainer - 1:00p.m. to 5:00p.m. Stafford, VA	September 6, 2008

Stakeholder Events

EVENT	LOCATION	CONTACT
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Fire Officer Seminar	Southwest Virginia Fire Officers Association October 2&3, 2008 1st Annual Fire Officer Seminar	Contact Training Chief - Teddy Adkins at teddy.adkins@roanokeva.gov or Training Chief Rodney Ferguson at RFerguson@roanokecountyva.gov
Virginia State Firefighter's Association Annual Conference	Hampton Roads Convention Center 1700 Colliseum Drive Hampton, VA	J. "Dickie" Atkins jpatkins@comcast.net
Fairfax Fire Officer Seminar	<i>Fairfax County Professional Fire and Rescue Officers Association PRESENTS</i> <i>The 6th Professional Development Seminar</i> <i>OCTOBER 2&3, 2008</i> <i>Marriott Hotel – Tysons Corner</i>	Register Online or for additional information www.fairfaxfireofficers.org
1st Annual Firefighter's Seminar	Charlottesville Professional Firefighter's Seminar - Fireground Tactics	Registration Flyer attached September 20, 2008

NIMS Training

EVENT	LOCATION	DATE	CONTACT
Command and General Staff Functions for the Local Incident Management Team	Roanoke Regional Fire EMS Training Center, 1220 Kessler Mill Rd., Roanoke, Virginia	August 24 - 29, 2008	Steve Grainer, Chief IMS Programs VD FP Phone: 804-249-1954 Email: steve.grainer@vdfp.virginia.gov
<u>TRAINING ANNOUNCEMENT</u> <u>NIMS ICS Position Specific Train-the-Trainer (TTT)</u> <u>For All-Hazards Attachment # 4</u>			
INCIDENT COMMANDER: A CRISIS TRAINING SIMULATION: Don't wait for a critical incident to discover what you don't know about crisis management. The day after is one day too late. Incident Commander is a PC-based software simulation that models real-world situations within a community, allowing for training at the management level to a critical incident.			

The following courses are currently being advertised. Candidates that attend these courses must complete the appropriate paperwork the first day/evening of class to receive recognition.

School Number	Course	Start Date	End Date	Location	Division	Type	Contact	Phone
44109037	ARFF - GENERAL AVIATION 16	09/06/2008	09/07/2008	Wise Regional	4	Funded	Division 4 Office	() -

	HOUR (STRUCTURAL)							
491090 04	ARFF - GENERAL AVIATION 16 HOUR (STRUCTURAL)	09/20/20 08	09/21/20 08	Louisa County Airport - Freeman Field	9	Funded	Tom Phalen	(804) 249- 1980
491090 05	ARFF - GENERAL AVIATION 16 HOUR (STRUCTURAL)	09/27/20 08	09/28/20 08	Shenandoah Valley Reginal Airport	9	Funded	Tom Phalen	(804) 249- 1980
441090 07	BASIC PUMP OPERATIONS - 16-HOUR TRAINING PROGRAM	09/13/20 08	09/14/20 08	Clintwood Volunteer Fire Department	4	Funded	Division 4 Office	() -
462090 42	BASIC PUMP OPERATIONS - 16-HOUR TRAINING PROGRAM	10/11/20 08	10/12/20 08	Franklin Co Public Safety	6	Reimbursa ble	Michael Pruitt	() -
491092 16	CONFINED SPACE RESCUE (16-HOURS)	09/06/20 08	09/07/20 08	Cana Fire Dept	9	Funded	Mike Musser	(276) 733- 6566
441090 34	DRIVER / OPERATOR- PUMPER CERTIFICATION COURSE NFPA 1002/98	09/06/20 08	09/07/20 08	Wise Regional	4	Funded	Division 4 Office	() -
441090 29	DRIVER/OPERAT OR-AERIAL CERTIFICATION COURSE NFPA 1002-98	10/18/20 08	10/26/20 08	Bristol Fire Department	4	Funded	Division 4 Office	() -
463090 58	EMERGENCY VEHICLE OPERATION - CLASS 1	10/04/20 08	10/05/20 08	Big Island Emergency Crew	6	Non- Funded	H. Lee Day III	(540) 587- 0700
441090 12	FARM MACHINERY EXTRICATION	09/13/20 08	09/14/20 08	Elk Creek Volunteer Fire Department	4	Funded	Division 4 Office	() -
441090 05	FIRE INSTRUCTOR I - NFPA 1041-07	10/18/20 08	11/09/20 08	Hillsville Volunteer Fire Department	4	Funded	Division 4 Office	() -
423090 39	FIRE OFFICER III - T-T-T	09/06/20 08	09/06/20 08	Stafford Co. Training & Logistics Center	2	Non- Funded	VDFP - Division 2 Office	(540) 672- 1277
461090 46	FIRE OFFICER IV - NFPA 1021 - 2003	10/01/20 08	10/29/20 08	Central Virginia Community College Bedford Campus	6	Funded	Division 6 Office Roanoke	() -
491090	FIRE SERVICE	09/27/20	10/03/20	Shenandoah	9	Funded	Tom	(804)

06	TRAINING - AIRCRAFT LIVE FIRE TRNG	08	08	Valley Regional Airport			Phalen	249-1980
49109007	FIRE SERVICE TRAINING - AIRCRAFT LIVE FIRE TRNG	10/04/2008	10/12/2008	Norfolk International Airport	9	Funded	Tom Phalen	(804) 249-1980
49109008	FIRE SERVICE TRAINING - AIRCRAFT LIVE FIRE TRNG	10/18/2008	10/26/2008	Newport News/Williamsburg Airport	9	Funded	Tom Phalen	(804) 249-1980
41109046	FIREFIGHTER I - NFPA 1001-02	08/26/2008	11/06/2008	3913 Pelham Ave, Petersburg, VA 23803	1	Funded	David Jolly	(804) 249-1970
41109049	FIREFIGHTER I - NFPA 1001-02	09/08/2008	11/24/2008	King George DES, 8122 Kings Hwy, K.G. 22485	1	Funded	Charlie Williams	(540) 809-8595
44309010	FIREFIGHTER I - NFPA 1001-02	09/13/2008	11/16/2008	Green Spring Volunteer Fire Department	4	Non-Funded	Bill Nunley	(276) 628-5543
44109015	FIREFIGHTER I - NFPA 1001-02	09/20/2008	12/07/2008	Lebanon Volunteer Fire Department	4	Funded	Divison 4 Office	() -
44109035	FIREFIGHTER II - NFPA 1001-02	09/06/2008	09/07/2008	Wise Regional	4	Funded	Division 4 Office	() -
46409008	FIREFIGHTER II - NFPA 1001-02	09/03/2008	10/29/2008	Bedford Fire Department	6	Partial	Lee Day	() -
44109032	H-465/ICS 300 - INTERMEDIATE ICS FOR EXPANDING INCIDENTS	09/16/2008	09/18/2008	Radford Fire Department	4	Funded	Division 4 Office	() -
44109030	H-465/ICS 300 - INTERMEDIATE ICS FOR EXPANDING INCIDENTS	09/29/2008	10/01/2008	Bristol Fire Department	4	Funded	Division 4 Office	() -
46309035	H-465/ICS 300 - INTERMEDIATE ICS FOR EXPANDING INCIDENTS	09/19/2008	09/21/2008	Rockbridge Baths Fire Dept	6	Non-Funded	Ben Wilmer	() -
40109515	H-465/ICS 300 - INTERMEDIATE ICS FOR EXPANDING INCIDENTS	08/25/2008	09/08/2008	Gloucester	9	Funded	Jeremy Simcheck	(804) 815-6448
40109505	H-465/ICS 300 - INTERMEDIATE ICS FOR EXPANDING	09/09/2008	09/11/2008	Spotsylvania	9	Funded	Doug Albrecht	() -

	INCIDENTS							
40109517	H-465/ICS 300 - INTERMEDIATE ICS FOR EXPANDING INCIDENTS	09/15/2008	09/17/2008	Lynchburg-b&w	9	Funded	Rodney Lawson	(434) 944-6220
40109510	H-465/ICS 300 - INTERMEDIATE ICS FOR EXPANDING INCIDENTS	09/26/2008	09/28/2008	Culpeper	9	Funded	Wayne Green	(540) 727-9624
40109511	H-465/ICS 300 - INTERMEDIATE ICS FOR EXPANDING INCIDENTS	09/29/2008	10/04/2008	Spotsylvania	9	Funded	Doug Albrecht	(540) 507-7916
43109041	HAZARDOUS MATERIALS AWARENESS & OPERATIONS NFPA 472-02	10/11/2008	10/18/2008	Lake Monticello Vol. Fire Dept.	3	Funded	Richard Constantino	(434) 591-6626
44109006	HAZARDOUS MATERIALS AWARENESS & OPERATIONS NFPA 472-02	09/20/2008	09/28/2008	Hillsville Volunteer Fire Department	4	Funded	Division 4 Office	() -
44109024	HAZARDOUS MATERIALS AWARENESS & OPERATIONS NFPA 472-02	10/18/2008	10/26/2008	Abingdon Volunteer Fire Department	4	Funded	Division 4 Office	() -
44109036	MAYDAY, FIREFIGHTER DOWN 16-HOUR PROGRAM	09/06/2008	09/07/2008	Wise Regional	4	Funded	Division 4 Office	() -
46109047	N.F.A. - STRATEGY AND TACTICS FOR INITIAL COMPANY OPERATIONS	09/27/2008	09/28/2008	Smith Mountain Fire Department	6	Funded	H. Lee Day III	() -
47409038	N.F.A. - STRATEGY AND TACTICS FOR INITIAL COMPANY OPERATIONS	09/08/2008	09/13/2008	16600 Courage Ct Leesburg	7	Partial	Abruzzese	(703) 771-5793
43109042	N.F.A. LEADERSHIP I: STRATEGIES FOR COMPANY SUCCESS	09/27/2008	09/28/2008	Lake Monticello Vol. Fire Dept.	3	Funded	Richard Constantino	(434) 591-6626
441090	Rural Water Supply	09/27/2008	09/28/2008	Newbern	4	Funded	Division	() -

14	16-hour Training Program	08	08	Volunteer Fire Department			4 Office	
461090 48	Rural Water Supply 16-hour Training Program	09/27/20 08	09/28/20 08	Willis Fire Department	6	Funded	Tommy Sowers	() -
491092 19	VEHICLE RESCUE AWARENESS AND OPERATIONS	09/20/20 08	09/21/20 08	Narrows Fire Dept	9	Funded	Chief John G Davis	(540) 231- 6411

COMMENTS FROM THE COMMITTEE CHAIR

Ken Brown requested that a copy of the Fire Office IV information be sent to both Rick Brown and Ken Jones prior to the publishing of the VFSB Committee minutes.

Ken Brown asked VDFP staff on the status of the Driving Simulators.

Larry McAndrews, VDFP, stated that the Agency has acquired two (2) driving simulators and has begun the procurement process for the trailer that will be used for the simulators. Larry also stated that it is the Agency's goal to demonstrate the trailer during the 2009 Virginia Fire Chief's Association (VFCA) February conference in Virginia Beach.

It was noted that the simulators will be mobile and taken throughout the Commonwealth to deliver training. The Agency is still developing the administrative process(es) for trailer request and scheduling.

UNFINISHED BUSINESS

Topic: Crew Leader Curriculum

Motion: NA

Discussion:

Dave Jolly provided each committee member with a copy of the Crew Leader curriculum and requested they review the curriculum and provide any comments to Dave. Copies of the curriculum are available from VDFP upon request.

Dave also noted that the program is currently being piloted and a follow up will be provided at the October committee meeting.

Vote: NA

Action: NA

NEW BUSINESS

Topic: Fire Officer II Curriculum

Motion: NA

Discussion:

Dave Jolly provided each committee member with a copy of the Fire Officer II curriculum and requested they review the curriculum and provide any comments to Dave. Copies of the curriculum are available from VDFP upon request.

It was requested that comments be forwarded to VDFP and a follow up will be provided at the October 2008 committee meeting.

Vote: NA

Action: NA

Topic: Driver Pump Operator (DPO) Curriculum

Motion: NA

Discussion:

Dave Jolly provided each committee member with a copy of the Driver Pump Operator (DPO) curriculum and requested they review the curriculum and provide any comments to Dave. Copies of the curriculum are available from VDFP upon request.

It was requested that comments be forwarded to VDFP and a follow up will be provided at the October 2008 committee meeting.

It was noted that the course length was extended due to the complicated subject matter covered within the course. The extended course time was included to ensure these concepts and principles are adequately covered and understood by the students.

Vote: NA

Action: NA

Topic: Firefighter I & II Curriculum Update

Motion: NA

Discussion:

Dave Jolly provided each committee member with a copy of the Firefighter I & II curriculum and requested they review the curriculum and provide any comments to Dave. Copies of the curriculum are available from VDFP upon request.

It was requested that comments be forwarded to VDFP and Dave will forward them to the committee and will report the progress of the pilots at the October meeting.

Vote: NA

Action: NA

ADJOURNMENT

The Committee adjourned at 9:38 am

Clerk of the Committee
Brook M. Pittinger

REVIEWED BY:



Larry McAndrews
Branch Chief of Training & Operations

August 18, 2008
Date

Enclosures:

1. VDFP Completed Schools for FY08 – by month by training area
2. VDFP Completed Schools for FY08 – by course name by students per month
3. Firefighter I & II Update Document
4. Training Announcement – NIMS ICS Position Specific Train-the-Trainer
5. Knowledge Center Registration and Use instructions

VIRGINIA FIRE SERVICES BOARD
Fire Prevention and Control Committee
August 15, 2008

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

COMMITTEE MEMBERS PRESENT

Ed Altizer - Chair
Michael Reilly

Dennis Mitchell

Barbara Hamm Lee
Robert Scott

COMMITTEE MEMBERS ABSENT

Brian Mullins
Carl Garrison

VFSB MEMBERS PRESENT

Tom Moffett
Ken Brown
Mike Armstrong
Chris Kollman

AGENCY MEMBERS PRESENT

Billy Shelton	Larry McAndrews
Brook Pittinger	Dave Jolly
Amanda Wood	Frank Duffy
Russ Chandler	Tony Dennis

GUESTS PRESENT

Charlie Singleton – VSFA
Robbie Dawson –
Chesterfield Co. Fire &
EMS
Jeff Flippo

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The Chair asked if there were any additions and/or corrections to the minutes of the June 2008 meeting. With no changes to the minutes, the June 6, 2008 meeting minutes were approved.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ROLL CALL

CHANGES TO THE AGENDA

Unfinished Business:

- A. SFMO Move

New Business:

- A. Fire Prevention & Control Document
- B. Reliable G-3 Sprinklers
- C. Recommendations

PUBLIC COMMENTS

There were no public comments.

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

The following report was provided by Russ Chandler:

Professional Qualifications Board

Currently there are 57,842 Virginia certifications registered with Pro-Board.

Virginia Fire Marshal Academy

The VFMA conducted four 1035 classes that included, Juvenile Fire Setter (JFS), Public Educator Level 1 & 2, and Communicating with Children (CWC), as well as a class in Campus Safety. A total of 125 students attended the classes. Classes were held in Newport News, Roanoke, Harrisonburg, Chesterfield, York County, and Petersburg.

The VFMA also conducted two 1033 Fire Investigator Schools this quarter. The classes were held in Lynchburg and Stafford. There were a total of 47 students that passed the 12 day course. Both the classes and the burns worked out great and many thanks to Stafford County Fire, Lynchburg Fire & EMS and Campbell County for assisting with the efforts.

An Environmental Crimes class was held at the Virginia State Police Headquarters, with 17 agents. The class was co-hosted with Henrico County Fire and proved to be a success for the State Police. Cooperation with them has been an overwhelming success this past year and they are excited to help the VFMA with all types of training and manpower. This

partnership hopes to go a long way with the future of the two agencies working together as a whole.

The VFMA also held an Environmental Crimes class in Henrico for the Henrico Fire Haz- Mat Team, at station 17.

Two Fire Inspector 1031 Schools were conducted; one in Fredericksburg and the 2nd in Williamsburg. A total of 34 students completed the class.

A 3-day Armed Survival School was held at Fort Pickett, for advanced protection measures and range control. There were 12 students that attended the course instructed by the lead instructor of the FBI academy. It included new tactics and techniques that are being taught by the FBI.

The VFMA conducted several CFFI classes this quarter. They included two CFFI-2 classes, one of which was in Roanoke with 21 students and the 2nd in Prince William County with 24 students. The class is on Evidence collection and is assisted with the Forensic lab in Richmond and Roanoke. Many thanks to the lab folks for there cooperation with training for the VFMA.

Certified Forensic Fire Investigator 1 (CFFI-1) classes were held in Hampton with 30 students. This class offered the students training in a safe fire ground operations during a fire investigation.

The VFMA is conducting a Fire Investigation 1033 school in Winchester on 8/15 for the wrap up of this calendar years 1033 schools. The staff is preparing for the Law Enforcement School (8 week program), which will be held at the Federal Prison in Petersburg. Ft. A.P. Hill has graciously opened there doors to allow us to use there facility for range and classrooms. The multi-million dollar upgrades, that the site won for being the outstanding base in the country, will provide benefits to the state for future use. The VFMA has made plans for next year's Law Enforcement school to be held at A.P. Hill for all eight weeks.

The Office has made some changes this quarter with budget cuts and personnel. Karl Mercer has gone back to Captain, and will be leading the Environmental Crimes, 1033 and CFFI programs. Karl's activities and leadership along with office duties that he served so well, will be distributed through-out the office with Chief Bailey taking on most of those duties. Karl has been a great asset since his arrival in 1990 and even more so in stepping up to assist in management during the transition over the past year.

He will continue to serve as a leader in the field with instruction and facilitation. Wayne Baber will continue with his work in recertification, and both Wayne and Karl continue to have email addresses at the VFMA.

Information and Statistics

Marion Long, Dwight Crews and Renee Tabb have a great team in providing statistical analysis to the agency and the fire service. In addition to their regular duties they are in the process of putting out the 2008 Needs Assessment.

Marion provides the following Enclosures (1 – 4) for the Fire Board.

1. 2008 Residential Structure Fire Causes Chart
2. 2008 Residential Structure Fire Causes Report
3. 2008 Summary by Incident Type
4. 2008 Tally Report by Incident Type

Fire Prevention and Control Plan Document – Enclosure 5

Once approved the updated Fire Prevention and Control Plan Document with the Glossary, original Public Education Document and prevention related legislation will be posted on the Agency's website.

Staff Acknowledgement

Russ Chandler informed the committee that Tony Dennis is the agency's Senior Analyst for the Virginia Fusion Center. Tony is working on the new process of sending out criminal investigative sensitive information to Virginia's Fire Marshals who have full police powers.

When the VFMA Chief took on additional duties in the agency, Karl Mercer was temporarily assigned as Deputy Chief where he took on many of the management duties of running the day-to-day operation of the Virginia Fire Marshal Academy. Without a doubt he went above and beyond the call of duty handling a multitude of challenges and tasks; all done with the utmost professionalism and skill. There was never a lack of service to Virginia's Fire Marshals in this transition; to our customers it appeared seamless; that accomplishment is due to Karl's efforts.

Chief Charles Werner was recognized as Fire Chief of the Year by Fire Chief magazine.

COMMENTS FROM THE VDFP LIAISON

Grants and Local Aid Manager

Amanda Wood provided the following information:

- The Agency is collecting VFIRS applications. Deadline: postmarked by August 31, 2008.

COMMENTS FROM THE VDFP LIAISON

Financial Services Director

Christine Lopilato provided the following information:

- Training Mini Grants – collecting applications by postmark deadline of 9/30/2008.
 - 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.

COMMENTS FROM THE COMMITTEE CHAIR

Ed Altizer acknowledged Mike Reilly and Brian Mullins' reappointment to the VFSB. Ed Altizer also recognized Robert Scott's appointment to the VFSB as the Insurance Industry Representative.

Ed also stated that the Agency is in the process of having Agency legislation approved regarding Fireworks Operators/Pyrotechnicians certification.

REPORT FROM THE CODE CHANGE AND DEVELOPMENT SUB-COMMITTEE

Robbie Dawson, Chair of the Code Change and Development Sub-Committee, stated that the ICC final actions hearings will occur in September. Robbie will be attending the ICC final action hearings and will provide an update on any impact this may have on Virginia at the October committee meeting.

Robbie Dawson also stated that a group has been created to begin a dialogue regarding residential sprinklers in Virginia. The group had its first meeting in June 2008 and it allowed for a dialogue to be created regarding concerns and issues related to residential sprinklers. The meeting was attended by approximately 15 interest groups and will continue to expand to ensure all involved parties are involved in the group.

Dennis Mitchell thanked Robbie Dawson for his hard work and dedication to the Code Change and Development Sub-Committee and for his leadership as the Sub-committee's chair.

Topic: Emergency Planning

Motion: NA

Discussion:

Ed Altizer informed the committee that as a result of a complaint related to the evacuation of an I-1 facility in Alexandria, VA the Alexandria Fire Marshal's office may issue a modification based on the uniqueness of the building. The Alexandria Fire Marshal's Office noted that the modification will be for that one building only and other modifications will be based on a case-by-case basis.

Ed directed the Sub-committee to examine this issue and encouraged all localities to participate in the Sub-committee meeting.

Vote: NA

Action: NA

REPORT FROM THE DEPARTMENT OF FORESTRY

There was no report provided by the Department of Forestry.

UNFINISHED BUSINESS

Topic: SFMO Move

Motion: NA

Discussion:

Ed Altizer informed the Committee that the transition of the SFMO's has been a smooth transition. The SFMO are going to be issued Blackberry devices so that reports may be completed and submitted while in the field. This will allow for a more efficient, effective and timely completion of SFMO.

The Agency is in the process of co-locating the Roanoke and Marion SFMO & VDFP offices in order to achieve greater economy of scales.

Vote: NA

Action: NA

NEW BUSINESS

Topic: Fire Prevention & Control Document – Enclosure 5

Motion: To adopt the Fire Prevention & Control Document.

Discussion:

Mike Reilly stated that the Fire Prevention & Control Document (FP&C document) has been revised to become a living document and it was requested that the document be adopted.

It was noted that the document will be available on VDFP's website and any comments or updates should be sent to Russ Chandler.

Vote: Unanimous.

Action: To motion will be presented at the Full Board on Saturday, August 16, 2008.

Topic: Reliable G3 Sprinklers

Motion: NA

Discussion:

As a result of G-3 sprinkler failures in Northern Virginia, testing of the G3 sprinklers has occurred and in some instances the sprinklers have failed up to 95% of the time.

The current Fire Code allows for a Fire Marshal to 'render a sprinkler safe' and the State Fire Marshal's Office met with VDFP's Attorney General Representative to determine a course of action to address the G-3 sprinkler successful usage rate.

It was recommended by VDFP's Attorney General Representative that the State Fire Marshal's Office met with the Reliable Sprinkler Company. The Reliable Sprinkler Company provided a written response to the SFMO regarding this issue and it has been forwarded to VDFP's Attorney General Representative and the Committee will keep everyone informed on the status of this issue.

Vote: NA

Action: NA

Topic: Recommendations

Motion: Be it proclaimed that the Virginia Fire Services Board recognizes Karl Mercer for his leadership and assistance in managing the Virginia Fire Marshal Academy as Deputy Chief during the recent transition. His dedication, skills and talents not only kept Fire Marshal training on track but he was also able to do enhancements and improvements which will benefit Virginia's Fire Marshals for years to come.

Discussion:

There was no discussion held on this topic.

Vote: NA

Action: To motion will be presented at the Full Board on Saturday, August 16, 2008.

ADJOURNMENT

The Committee adjourned at 12:20 pm

Clerk of the Committee
Brook M. Pittinger

REVIEWED BY:

Russell K. Chandler

Russ Chandler
Brach Chief of Training & Technical Services

August 18, 2008

Date

Enclosures:

1. 2008 Residential Structure Fire Causes Chart
2. 2008 Residential Structure Fire Causes Report
3. 2008 Summary by Incident Type
4. 2008 Tally Report by Incident Type
5. Fire Prevention & Control Document

VIRGINIA FIRE SERVICES BOARD
Administration, Policy and Finance
August 15, 2008

A regular meeting of the Committee on Administration, Policy and Finance was held at the Hampton Convention Center 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
William B. Kyger, Jr.
J. Chris Kollman
Brian Mullins
Ed Altizer

COMMITTEE MEMBERS ABSENT

Richard E. Burch Jr.

VFSB MEMBERS PRESENT

Mike Armstrong
Barbra Hamm Lee
Robert Scott

AGENCY MEMBERS PRESENT

Billy Shelton	Larry McAndrews	Dave Jolly
Brook Pittinger		Russ Chandler
Amanda Wood		

GUESTS PRESENT

Charlie Singleton – VSFA	Garrey W. Curry –
Larry Gwaltney - VSFA	Gloucester County
	Brenda Garton – Gloucester
	County

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The Chair asked if there were any additions and/or corrections to the minutes from the June 2008 meeting. With no changes to the minutes the June 6, 2008 meeting minutes were approved.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ROLL CALL

CHANGES IN AGENDA

Unfinished Business

- A. Fire & EMS Study update

New Business:

- A. Gloucester County Burn Building Time Extension
- B. Montgomery Count Burn Building Time Extension
- C. Governor's Fire Services Awards – Revising Nomination Criteria
- D. Aid to Localities (ATL)
- E. Mid-Atlantic Association of State Fire Commissions Conference

PUBLIC COMMENTS

Larry Gwaltney, VSFA, welcomed the VFSB and VDFP to the VSFA conference. Larry thanked the Board for their hard work and dedication to Virginia's Fire Service. Larry also extended an offer for the VFSB to continue to hold their August Board meetings in conjunction with the VSFA conference.

REPORT BY THE VDFP LIAISON Director of Administration

Brook Pittinger provided the following report:

IT/ VFIRS:

- The *Fighting Fire with Facts* report was distributed to all Virginia localities beginning July 1, 2008 and copies of the report are also available on VDFP's website.
- The *2008 Needs Assessment* survey data collection began on August 12, 2008 and localities have until November 3, 2008 to participate in this year's Needs Assessment survey. The Agency's response rate goal is 90% and the Agency is hopeful we will meet this date, as this year more time is being allotted for localities to respond to the survey. As an added incentive this year, the first 200 responding departments will be eligible for a custom made brochure for Fire Prevention Week, which is **October 5-11, 2008** and the theme is **"It's Fire Prevention Week: Prevent Home Fires!"**
- The VFIRS section is working with fire departments on recording fire dollar loss. Marion is writing an article on the subject for the Agency's bi-monthly newsletter. The newsletter will include alternative sources for determining dollar loss.
- VFIRS reports as always are available on VDFP's website at www.vafire.com.

Marketing & Communications:

- **Agency Marketing Plan & Calendar** – A FY 09 Marketing Plan has been developed for the agency along with a yearly calendar of key events, activities, etc. An electronic version of the calendar will be sent to all VFSB members.
- **New Agency Brochure** – An updated and re-designed VDFP brochure has been produced. Copies are being furnished to the Board at the full Board meeting and are available to the attendees at the VSFA Conference.
- **Fire Prevention Week Materials** – A customizable tri-fold brochure, poster and flyer have been created in conjunction with Fire Prevention Week. Departments can add their department logo, phone number and website to give the materials a local look. The Marketing & Communications section is providing this service to departments to help control costs. The FPW materials can be printed in-house. So far, materials have been customized for 12 departments.
- **Information Releases** – In addition to periodic press releases, we have started sending Information Releases via email to all FDs that we currently have email addresses for in FSTRS (approximately 65%). The releases have a newly created email header that clearly identifies VDFP. Future efforts will target increasing the number of email addresses from the current 65% level to the 80% - 90% level this FY.
- **Joint VDFP/OEMS employee/family Disaster Preparedness Event** – VDFP and OEMS are planning an employee/family day on August 29. The event will feature information intended to educate family members on being prepared for when agency employees are activated due to a state or local emergency.
- **Fire Corps** – Olufunke Owolabi continues to enhance Virginia's Fire Corps program. In addition to adding new departments to the growing list of Fire Corps programs, she has created a Fire Corps Best Practices Group with the objective of sharing information and providing support for new and existing Fire Corps program coordinators. The group has already conducted a tele-meeting in July with another scheduled for November. Additionally, a listserv group for the Best Practices Group has been set up on Google, complete with a group web page to enhance communication capabilities among Fire Corps members.

Policy, Planning & Legislation:

- The SFMO transfer was successfully completed on July 1, 2008 and it is business as usual for everyone.
- Based on conversations with VDFP's Department of Planning & Budget (DPB) analyst, at this time, no portion of the interest money that was confiscated will be refunded.
- The Agency submitted two (2) legislative proposals to the Secretary of Public Safety's office and we have received approval to develop a legislative proposal regarding the certification of fire work operators/Pyrotechnicians. The Agency's proposal to increase the Fire Programs Fund from 1% to 1.5% was not approved.

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

The following information was reviewed by Christine Lopilato:

Budget Report

- Statement of Cash – Interest Account as of June 30, 2008 – Enclosure 2
- Burn Buildings – Enclosure 3
 - Cash Obligations and Availability as of June 30, 2008
 - FY2009 Spending Plan
- FY2009 Operations Budget – Enclosure 4

Topic: The Structures Group (TSG) contract

Motion: To augment The Structures Group contract by an amount not to exceed \$50,000 from the Burn Building account.

Discussion:

There is currently between \$12,000 and \$15,000 left on the current TSG contract. The question was raised whether the committee would like to continue to keep TSG on contract and if so, what funding source would be utilized to provide payment.

Dennis Mitchell stated that there is still work required to be completed on the Burn Building guidelines and he recommended continuing the TSG contract funding.

Vote: Unanimous

Action: To present a motion to the Full Board at the Saturday, August 16, 2008 meeting.

REPORT BY THE VDFP LIAISON Grants & Local Aid Manager

The following information was reviewed by Amanda Wood.

Grants and Local Aid Report – Enclosure 5, 6, 7

- ATL
 - 1Q09 Disbursement scheduled for Sept. 19
 - FY07 ATL Disbursements
 - 100% funds disbursed – posted on www.vafire.com
 - FY08 ATL Disbursements
 - 96.2% of total FY08 funds disbursed
 - 90.4% of 324 localities (293 jurisdictions released)
 - FY09 ATL Disbursements

Burn Building Report

- Burn Buildings – Enclosure 8
 - Summary

1. Extension for Montgomery to obtain a valid building permit.
 2. Extension for Gloucester to install Class B prop in the Burn Building.
- Follow up from Burn Building Sub Committee
 - The new Burn Building Application and Policy has been posted to the website.
 - The Project Manual has been posted to the website.
 - The CDs of the New Prototypes and Project Manual have been sent out to Franklin County, Roanoke County, Montgomery County, and Fauquier County.

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 provided VDFP one (1) hard copy of the prototype drawings and a copy of the Project Manual. Electronic copies of the hard copy materials will be provided to the Board on cd at the Full VFSB meeting on Saturday, August 16, 2008.

COMMENTS FROM THE COMMITTEE CHAIRMAN

Mike Reilly thanked Dennis Mitchell for his appointment as the Administration, Finance and Policy Committee chair position and also thanked Ed Altizer for accepting the Fire Prevention Committee chair position.

Mike noted that their locality is researching the possible duplication of fire related data being reported by the local fire department and other organizations (i.e. police).

Example: vehicle accident that results in a fire and death...is this being captured by both police and fire and if so is it skewing State and other data reporting sources.

The committee requested that the Agency investigate whether there can be a photo taken with the Governor when he signs the Fire Prevention Week proclamation. Staff will research the applicability and provide a follow up to the committee.

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

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

UNFINISHED BUSINESS

Topic: Fire & EMS Study Updates

Motion: NA

Discussion:

Ken Brown informed the committee that a Fire & EMS Study is currently being conducted for Westmoreland County. King George County has requested a study as well, but the committee is currently conducting one study at a time in order to pilot the new study format.

Vote: NA

Action: NA

NEW BUSINESS

Topic: Gloucester County Burn Building Time Extension

Motion: To extend the time limit for the installation of Gloucester County's burn building prop to May 31, 2009 under the following conditions: 1) the County will submit to the VFSB a copy of the executed contract by November 30, 2008; and 2) provide a VA registered PE certificate that certifies the completed prop.

Discussion:

Brenda Garton, Gloucester County, provided the committee with an update on their current burn building project – Enclosure 9.

The committee asked how long it would take the county once a vendor contract was signed. Gloucester County noted that once the vendor contract was signed that it would be presented to the County Board for approval at the County's Board meeting in October 2008.

The committee asked whether the County was willing to absorb the additional cost for modifying their burn building. Gloucester County noted that they feel reasonably assured that the County's Board will absorb those cost, but that it was the decision of the County's Board and a 100% assurance could not be made.

It was noted that the committee does not want to see the volunteer firefighters made responsible for the additional cost overrun associated with the burn building project. Gloucester County noted that the additional funding has been discussed and that the County's Board members said they did not want to see the volunteer's funds allocated to cover the burn building cost overruns either.

Mike Reilly wanted to ensure that Gloucester County was clear that if an extension is granted to the county it will be the last extension they will be granted and if they fail to meet the extension deadline/requirement(s) the remaining grant money will be de-obligated from the Gloucester County burn building project.

The committee requested that VDFP Staff provide a follow-up letter to Gloucester County regarding the actions taken at the Committee meeting.

Vote: Unanimous

Action: To present the motion at the Full Board meeting on Saturday, August 16, 2008.

Topic: Montgomery Count Burn Building Time Extension

Motion: NA

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 grant contract.

According to email communications with VDFP, it is believed that the building permit has not been issued because the submission of the building construction plans has not been submitted with the building permit request.

Vote: NA

Action: The Board tabled the topic until the October 2008 Committee meeting. It was requested that the Agency ensure the next meeting date is communicated to Montgomery County.

Topic: Governor's Fire Services Awards – Revising Nomination Criteria

Motion: NA

Discussion:

It was requested by the committee that the nomination criteria be revised.

The Agency noted that any changes to the nomination criteria must be approved by the Secretary of Public Safety's office and the Governor's office as well.

Rick Burch has been appointed the chair of the subcommittee and any comments should be forwarded to Mr. Burch. A sub-committee meeting date was not set at the committee meeting.

Vote: NA

Action: NA

Topic: Aid-to-Localities

Motion: NA

Discussion:

Ken Brown recommended that the ATL minimums be increased in order to provide assistances to localities to cover continually rising fuel costs. As such, the reclassification of the ATL minimums would result in a modification of the ATL amounts received by those localities that currently receive the ATL amount above the minimum.

It was noted that any ATL changes would not be applicable until FY10.

It was also noted that any ATL changes would be dependent on the SCC transfer for FY10.

It was recommended that the Board hold off on an official motion until after the next budget forecast to see the impact of the budget forecast on the ATL funding.

It was noted that the committee may want to examine the impact this may have on the mid-sized and larger counties/cities as well.

It was requested that staff research the impact of raising the ATL minimums to \$25,000 for cities and counties and raise the towns minimums based on the proportion created by the increase. It was noted that these figures would be based on FY09 allocations.

Vote: NA

Action: The committee tabled the topic until the October 2008 committee meeting.

Topic: Mid-Atlantic Association of State Fire Commissions Conference

Motion: NA

Discussion:

Mike Reilly questioned whether the conference would be eligible for state funding.

VDFP staff noted that all out-of-state travel must be mission critical in order to receive approval.

The committee recommended that the Board members approach their respective organizations to determine if they can support sending a VFSB member.

The committee requested that a letter be sent to the Mid-Atlantic Association of State Fire Commissions Conference coordinator(s) letting them know that the potential VFSB lack of attendance is a result of current travel restrictions.

Vote: NA

Action: NA

ADJOURNMENT

The Committee adjourned at 4:23 pm

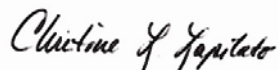
Clerk of the Committee
Brook M. Pittinger

REVIEWED BY:



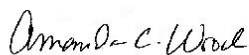
Brook Pittinger
Branch Director of Administration

August 18, 2008
Date



Christine Lopilato
Branch Director of Finance

August 18, 2008
Date



August 18, 2008

Amanda C. Wood
Grants & Local Aid Manager

Date

Enclosures:

1. 2008 Needs Assessment promotional flyer
2. FY08 Interest Account Obligations & Cash Availability
3. FY08 Burn Building Grants Obligations & Cash Availability
4. FY09 Burn Building Budgeted Obligations & Spending Plan
5. FY07 Fire Program Fund Aid to Localities Payment
6. FY08 Fire Program Fund Aid to Localities Payment
7. ATL FY Allocations & Payments
8. Burn Building Project Summary – FY08
9. Gloucester County extension letter

APPROVED