

**VIRGINIA FIRE SERVICES BOARD
Burn Building Subcommittee
Wednesday, January 7, 2009**

A meeting of the Virginia Fire Services Board Burn Building Subcommittee was held at the Virginia Department of Fire Programs Head Quarters in Glen Allen, VA at 9:00 am. Mr. Ken Brown served as Chair.

BOARD MEMBERS PRESENT

Kenneth Brown – Chairman
Kenneth L. Jones
Brian Mullins
Dennis Mitchell

BOARD MEMBERS ABSENT

NA

AGENCY MEMBERS PRESENT

Christine Lopilato
Brook Pittinger
Billy Shelton
Larry McAndrews
Amanda Wood

BOARD MEMBERS PRESENT

NA

GUESTS PRESENT

Mike Mathews – The Structures Group

CHANGES IN THE AGENDA

Unfinished Business:

There was no unfinished business discussed at the meeting.

New Business:

- A. Review and discussion of total burn building process:
 1. Process by which a burn building grant is awarded
 2. Required steps in the process
 3. How do we ensure the accountability and validity of our process
 4. Penalty for nonconformance
- B. Review of current repair projects
- C. Definition of regional training center
- D. Future budget planning
- E. Discussion of mobile burn props

PUBLIC COMMENTS

Billy Shelton, VDFP Executive Director, informed the Board that the enlarged map of the VFSB sponsored Burn Buildings and VA Fire Stations has been completed and will be provided to the subcommittee members.

Billy also advised the committee that \$1.2 million has been taken from the Fire Programs Fund by the state to support the General fund shortfall. The \$1.2M is in addition to the interest fund confiscation taken from the Board for FY08, FY09 and FY10.

Billy also stated that the Agency is in receipt of the two mobile arson trailers that will be used for the FMA program and will eliminate the need for the Agency to acquire abandoned structures to use for the burn simulation exercises. These are the first type of simulators of this nature within the US.

Larry McAndrews, VDFP, noted that the Driving Simulators are still being tweaked and will be at the February Board meeting for the Board to view.

COMMENTS FROM THE COMMITTEE CHAIR

Ken Brown stated that he would like to revise the format of the Burn Building Subcommittee that would allow the committee to review all Burn Building requests and make recommendations to the Administration, Policy and Finance Committee before the Board makes any final/voting decisions.

Ken also requested that the Board have a minimum number of members placed on the Subcommittee and that the membership is diverse.

Ken also stated that he would like to modify the Burn Building request format so that the requests are only received twice a year and taken off the current open application cycle.

It was noted that the following position should be included in the Subcommittee membership:

- General Public
- VACO or VML
- Housing Committee member
- Training Committee chair

It was noted that at least two meetings per year are held for the Burn Building Subcommittee. It was recommended that the meetings be held in January and July. The subcommittee would review renovations and new construction requests and all repair requests would be continued to be reviewed by the Administration, Policy and Finance Committee.

Topic: Burn Building Subcommittee Realignment:

Motion: To make the following changes to the Burn Building Policy:

- Application submissions to be reviewed by the burn building subcommittee prior to recommendation to the Administration, Policy and Finance Committee.
- Positions appointed to the Subcommittee must include a minimum of the following:
 - Housing or General Public member
 - VACO or VML member
 - Insurance Industry member
 - Training Committee chair (as currently appointed)
 - Chair of the Sub-Committee
- Application submissions for renovations and new construction projects shall only be accepted bi-annually with post mark dates of January 1 and July 1. Repair project applications, up to \$10,000, submission will be accepted by the Agency at any time throughout the year.

Discussion:

See above

Vote: Unanimous

Action: To present the motion at the February 2009 Administration, Policy and Finance Committee meeting.

Topic: Recommendation to Change the Current Burn Building Policy:

Motion: Any structural repairs or renovations must be certified by a Virginia licensed engineer or architect and provided to VDFP prior to final walk through and final funds disbursement. This provision will become effective for awards made on or after January 1, 2009.

Discussion:

The subcommittee wanted to ensure that the repairs/renovations being completed by the locality and reviewed by the Agency are properly completed.

Vote: Unanimous

Action: To present the motion at the February 2009 Administration, Policy and Finance Committee meeting.

UNFINISHED BUSINESS

There was no unfinished business discussed at the committee meeting.

NEW BUSINESS

Topic: Review and discussion of total burn building process:

Motion: NA

Discussion:

Discussion on this topic has been tabled until a vote is made on the previous topic (Topic: Burn Building Subcommittee Realignment).

1. Process by which a burn building grant is awarded
2. Required steps in the process
3. How do we ensure the accountability and validity of our process
4. Penalty for nonconformance

Vote: NA

Action: Discussion on this topic has been tabled until a vote is made on the previous topic (Topic: Burn Building Subcommittee Realignment).

Topic: Review of current repair projects

Motion: NA

Discussion:

Discussion on this topic has been tabled until a vote is made on the previous topic (Topic: Burn Building Subcommittee Realignment).

Vote: NA

Action: Discussion on this topic has been tabled until a vote is made on the previous topic (Topic: Burn Building Subcommittee Realignment).

Topic: Definition of regional training center

Motion: NA

Discussion:

It was noted that a good working relationship is required to ensure a regional training facility is successful.

It was noted that usage, fire fighters served, and whether a mobile burn trailer could cover this area should be considered in developing a regional training facility definition.

It was noted that the purpose of the regional training center should be established before determining its usage and capabilities.

It was requested that the Agency research the possibility of the Agency lease a mobile burn building.

It was recommended that the mobile burn props be used for all firefighter I and firefighter II training programs (thus eliminating future brick and block burn building constructions) and that the Board would only continue to fund, via the Burn Building grant program, Advanced Training Facilities for advanced fire service related training. The Agency will research the feasibility of leasing and/or purchasing mobile burn buildings and provide an update to the Board.

It was suggested that the definition of an advanced facility be developed first. It was also recommended that the Board survey each locality to determine their needs so that a statewide view is achieved.

It was also suggested that a Town Hall meeting(s) be held to discuss any changes with the fire services.

Vote: NA

Action: NA

Topic: Future budget planning

Motion: NA

Discussion:

Discussion on this Topic was tabled.

Vote: NA

Action: Discussion on this Topic was tabled.

Topic: Discussion of mobile burn props

Motion: NA

Discussion:

See the discussion held for Topic: Definition of regional training center.

Vote: NA

Action: NA

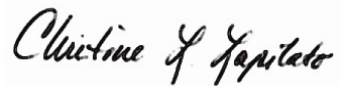
The next Burn Building Subcommittee meeting will be scheduled after the February 2009 Board meeting.

ADJOURNMENT

The Committee adjourned at 12:08 pm

Clerk of the Committee
Brook M. Pittinger

REVIEWED BY:



Christine Lopilato
Director of Finance

January 9, 2009
Date

APPROVED