

**VIRGINIA FIRE SERVICES BOARD**

**Burn Building Subcommittee**

**Thursday, November 5, 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 11:00 am. Mr. Ken Brown served as Chair.

**BOARD MEMBERS PRESENT**

Kenneth Brown – Chairman  
Mike Reilly  
Robert Scott  
Kenneth L. Jones

**BOARD MEMBERS ABSENT**

Ed Altizer  
Rick Burch  
Brian Mullins  
Felix Sarfo-Kantanka, Jr

**AGENCY MEMBERS PRESENT**

Christine Lopilato  
Brook Pittinger  
Amanda Wood  
Don Hansen  
Dave Jolly

**BOARD MEMBERS PRESENT**

NA

**GUESTS PRESENT**

Mike Matthews - The Structures Group  
Tim Rice – The Structures Group

**CHANGES IN THE AGENDA**

**UNFINISHED BUSINESS**

- A. Enhanced Training Facilities
- B. Mobile Burn Building IFB Update
- C. Burn Building Inspections Update
- D. Galax Burn Building
- E. Building Recommendations

## NEW BUSINESS

- A. Montgomery County Burn Building Change Request
- B. Shenandoah County Burn Building Time Extension Request
- C. Meeting Schedule for 2010

## PUBLIC COMMENTS

There were no public comments made.

## COMMENTS FROM THE SUBCOMMITTEE CHAIR

There were no comments made by the subcommittee chair.

## UNFINISHED BUSINESS

### Topic: Enhanced Training Facilities

**Motion:** NA

**Discussion:**

This topic has been tabled until the next meeting.

**Vote:** NA

**Action:** NA

### Topic: Mobile Burn Building IFB Update

**Motion:** NA

**Discussion:**

Christine Lopilato, VDFP, stated that the Agency has selected a preferred bidder and that a notice of intent to award has been developed. If there is no-contest within the 10 day time period after the notice of intent to award is posted, the Agency will move into the contract award with the preferred bidder.

Don Hansen, VDFP, stated that the lowest bid that met the preferred specs was selected. It was noted that the specs were modified slightly to ensure the requirements of Firefighter I & II were achieved.

Don Hansen also stated that the total cost for both mobile units is approximately \$1.1M. The total funding for this project was \$1.4M.

**Vote:** NA

**Action:** NA

**Topic: Burn Building Inspection Update**

**Motion:** To allocate \$50,000 from the Burn Building grant fund to be used for the engineering contract administered by the Agency.

**Discussion:**

Christine Lopilato, VDFP, stated that the updated inspection schedule has been adopted by the Board. The inspection schedule requires the locality to pay for annual inspections and the Board, funding permitted, will fund the 5 year inspection.

As of 9.30.09, the TSG contract has approximately \$28,780 funding available. It is recommended that the Board add additional funds to this amount to carry the TSG contract through until it expires on April 14, 2011. It was recommended that the TSG Contract have an additional \$50,000 added to the contract.

It was also noted that if the Board wishes to keep an engineer on contract, the Board and Agency will need to develop the specs for those engineering firms interested in bidding as a contractor to the program and allow for an open bid proposals and interviews to select the contractor (same process as previously followed).

There are currently 41 buildings that have received funding through the Burn Building grant program and 3 buildings are still under construction. Therefore, as of FY11 there will be approximately 44 buildings under the Board's purview.

It was noted that the 5 year inspection schedule will be dependent on the age and status of the burn building (i.e. those buildings that are recently completed will not need a five year inspection the same year as it is completed).

**Vote:** unanimous

**Action:** To present the motion at the Administration, Policy & Finance Committee at the December 2009 Board meeting.

**Topic: City of Galax Burn Building Follow-Up**

**Motion:** NA

**Discussion:**

The City of Galax contacted the Agency and asked if removing the TMS and not occupying the timber structure during training, along with no longer using the timber roof as a training prop would be acceptable.

The Agency forwarded the questions to TSG and TSG's response was, "Removing and relocating all means of training from the roof of the timber framed structure as well as removing and relocating the Temperature Monitoring System to a safe distance from the burn prop will reduce the life safety risks. We would also request that all doors into and within this timber framed structure also be removed and signage placed on the storage shed delineating its use as hay and pallet storage. This would eliminate the potential for any occupants being in or being trapped during a live fire training exercise."

The City of Galax has returned a more in-depth repair project than what the Agency previously requested.

The City has until December 4, 2009 to correct the noted deficiencies otherwise they forfeit their renovation/repair grant.

**Vote:** NA

**Action:** NA

**Topic: Building Recommendations**

**Motion:** To provide up to and not to exceed \$300,000 to provide additional funding to procure a third mobile burn unit as part of the current mobile burn unit procurement solicitation.

**Discussion:**

At the October 2009 Board meeting, the Board had \$783,008 total under obligated funds. Additionally, the Board also has \$146,529 in funds reserved for renovations/repairs (this includes the plus or minus 20%).

Therefore, the Board currently has \$636,479 in un-obligated funds.

It is estimated that the cost to operate the mobile unit (estimates): \$100 a day for tractor rental and \$500 for fuel. Therefore, the total cost is \$600. This does not include the driver/operator fees, which are approximately \$150. Therefore, the total cost, including driver/operator costs is estimated at \$750 to \$800.

It was noted that the Burn Building Grant fund can not be used to supplement the operations cost that will be incurred by VDFP, but that the Board's interest funds could be used (i.e. transferred to the Agency for operations costs).

It was noted that the Board had originally wanted to have 2 mobile units in place and operating and allow for an adequate testing period to ensure the mobile units meet the needs of Virginia's fire service.

Ken Brown stated that the first and foremost function of the Board is training at the Firefighter I & II level.

**Vote:** unanimous

**Action:** To present the motion at the Administration, Policy & Finance Committee at the December 2009 Board meeting.

#### **NEW BUSINESS**

##### **Topic: Montgomery County Burn Building Change Request**

**Motion:** To approve Montgomery County's burn building request to modify their grant project scope from Prototype 1 to Prototype 2.

**Discussion:**

Don Hansen and Dennis Price conducted a site visit to the Montgomery County Burn Building on Tuesday, September 15, 2009. Don stated that they have relocated the location of the burn building within the armory and that the County is researching changing their burn building from a Prototype 1 (brick and block) structure to a Prototype 2 (steel/metal burn building) structure. They will continue to be a Class A facility.

The Agency has received a formal request from the County to change their burn building from a Prototype 1 structure to a Prototype 2 structure.

It was noted that the locality will need to submit a new building permit to change from a Prototype 1 structure to a Prototype 2 structure. They will continue to be a Class A facility.

**Vote:** unanimous

**Action:** To present the motion at the Administration, Policy & Finance Committee at the December 2009 Board meeting.

**Topic: Shenandoah County Burn Building Time Extension**

**Motion:** To approve Shenandoah County's request for a no cost time extension for 6 months to expire June 30, 2010. This extension is a final extension, and is contingent upon submission to Agency staff of a valid building permit by December 31, 2009. A failure to meet the building permit deadline or the project completion deadline will result in a forfeiture of the burn building grant award.

**Discussion:**

The County is seeking a 6 month extension from the Board. The County is requesting the extension because they believe the Board and Agency delayed their completion time due to the Board and Agency's review of their requested changes.

The County originally requested to change their burn building to a cold facility and that was deemed outside of the scope of the burn building grant program.

The County then requested to add two structures to the existing burn building and no longer burn in the 'old' burn building, but only use the 'old' burn building as a point of ingress/egress. Upon review of this proposal by TSG, the Board and the Agency, it was determined that 'old' burn buildings flooring was inadequate to support this request.

The County was originally approved for funding in February 2008 with a June 2009 original completion date. The County is currently operating under a 6 month time extension with a 12.31.2009 completion date.

**Vote:** unanimous

**Action:** To present the motion at the Administration, Policy & Finance Committee at the December 2009 Board meeting.

**Topic: Meeting Schedule for 2010**

**Motion:** NA

**Discussion:**

The next meeting will be Wednesday, January 6, 2010. The following meetings will be scheduled at the January 6<sup>th</sup> meeting.

**Vote:** NA

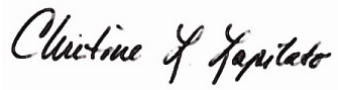
**Action:** NA

**ADJOURNMENT**

The Committee adjourned at 2:20 pm

Clerk of the Committee  
Brook M. Pittinger

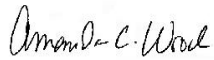
**REVIEWED BY:**



Christine Lopilato  
Director of Finance

November 5, 2009

Date



Amanda C. Wood  
Grants & Local Aid Manager

November 5, 2009

Date

No Enclosures.

APPROVED