

VIRGINIA FIRE SERVICES BOARD
Fire Education and Training Committee
April 16, 2009

A regular meeting of the Committee on Fire Education and Training was held at the Richmond Fire Headquarters in Richmond, VA at 8:30 am. Mr. Richard Burch, Jr. served as Chair.

COMMITTEE MEMBERS PRESENT

Richard Burch - Chair
Kenneth Brown
Mike Armstrong

COMMITTEE MEMBERS ABSENT

Industry (SARA Title III & OSHA) – Vacant
Tom Moffett
Ken Jones

VFSB MEMBERS PRESENT

Dennis Mitchell
Mike Reilly
Ed Altizer

AGENCY MEMBERS PRESENT

Billy Shelton	Larry McAndrews	Christine Lopilato
Brook Pittinger	Russ Chandler	Glenn Dean
Amanda Wood	Dave Jolly	

GUESTS PRESENT

Kurt Kight
Warren Whitley

Mike Mohlar

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 February 2009 meeting. With no changes to the minutes, the February 19, 2009 meeting minutes were approved.

CHANGES IN THE AGENDA

Unfinished Business:

- A. Crew leader curriculum approval

New Business:

- A. Recommended Training Requirements – VDFP Follow Up From OAG
- B. VDFP Student No-Show Policy
- C. Fire Behavior Training – Prince William County
- D. Ethanol Training Presentation
- E. EVOG Discussion
- F. 5 Year Training Plan
- G. Suggestion for Spending the Board’s Interest Money

PUBLIC COMMENTS

Dave Pulliam, Richmond Fire Department, welcomed the Virginia Fire Services Board to the Richmond Fire Department headquarters building.

**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 have completed the 1st half of the Training year and are in the middle of the busiest time of training for this fiscal year. Currently 3 Regional Schools have been completed and we have the largest regional school this weekend - the Caroline Regional School. Below is summary of the Regional Schools:

Caroline County Regional School: Currently has 342 students pre-registered;
Central Shenandoah Valley Regional School: April 25 – 26, 2009 (Harrisonburg) - 132 pre-registered students;
Regional Schools completed:
Albemarle Regional School – 126 students attended; and
Southampton Regional – 172 students attended.

We have filled the Division 5 Chiefs position with Kenny Muhleman. Kenny is a recently retired Captain with Norfolk Fire Department. Kenny started April 10th and has hit the ground running, as Kelli Morton will be leaving the agency in June to follow her husband Mark Morton who recently took an Assistant Chief’s position in Oklahoma. Kelli has been with the agency for 14 years and has on several occasions filled in the Acting Division Chiefs position she will definitely be missed.

I would also like to announce the upcoming retirement of Bert Roby our Division 2 Chief at the end of May. Bert has been with the agency for 30 years. Many members of the VFSB have worked with Bert over the years, as he has been involved with many of the locality studies done over the years. Bert’s knowledge of where we are and where we came from will definitely be missed. Bert will stay on as an Adjunct Instructor after he retires.

Sidney Andrews is our newest employee and is assigned to the Information Technology section of the agency. He not only will be our new webmaster but he also will be assigned to carry out duties to keep our agency training computers up to date and working. This will include the computers in training boxes in each of the Division offices and for the Program Specialties such as the Virginia Fire Marshal Academy, Airport Fire Fighter and Heavy Technical Rescue.

Sydney graduated from the Virginia Commonwealth University in 2007 with a degree in Computer Science and since then has been working for VCU carrying out the same tasks as he will be for our agency.

Curriculum Update:

- The Fire Officer II Train-the-Trainer programs are being scheduled throughout each division.
- The Driver Pumper Operator Train-the-Trainers have also started being rolled out throughout each division.
- The Firefighter I and II development committee has completed several pilots for the Firefighter I program and the committee is working hard to finalize the Firefighter II program. The committee is scheduled to meet at the end of the month to peer review the test bank so the new written testing instrument can be developed.
- The Instructor III program has two pilot classes scheduled. Registration for both seems to be going well. We will keep the Board informed as to the process.
- The Crew Leader program was submitted last meeting and we are looking for comments and/or approval of that program so we can move forward with the development of the Train-the-Trainer program.
- The Aircraft Rescue program will begin review in the next 30 days to ensure that the new 5th edition of the IFSTA textbook continues to meet the NFPA 1003 standard.
- We have been working with the University of Phoenix to get an articulating agreement to support the four year programs. This would be the next step for those fire service personnel that complete their two year degrees through the VCCS programs. We will keep the Board informed as we finalize the process.

ARFF:

Since the last VFSB meeting, the ARFF Program has conducted the following:

Two ARFF certification classes - 27 students - (one funded, one non-funded)

Two General Aviation classes – 29 students - (one funded, one reimbursable)

One Aircraft Live Fire Training – 19 students – (funded)

There is currently one non-funded ARFF certification class in progress with 20 students.

NIMS:

Below is a recap of significant activities in the NIMS program area that may be of interest or concern to the Fire Services Board.

1. VDEM hosted a meeting of numerous state agencies in March to discuss some of the issues surrounding the differences in interpretation and delivery of ICS training. The group reached general consensus that the current independent study methodology for providing “exposure” to ICS 100 and ICS 200 is inadequate for learning value. However, the group did not identify or assess any alternatives for overcoming this challenge. The group will continue to meet, possibly as often as monthly to continue work toward establishing a common ground to address the NIMS and ICS training issues.

2. (Repeat from prior report—but VDFP continues this initiative and is working with one jurisdiction to track all students taking ICS training). With the release of the “unified” ICS curriculum VDFP has agreed to record student training attendance record for any ICS class provided the sponsoring agency lead instructor completes and submits the appropriate Course documentation including “green” forms for any student requesting FSTRS recording. This also is based on the “assumption” that all instructors will adhere to the training plans established for delivery of the classes.

* VDFP will follow standard “Reciprocity” procedures for any such requests. VDFP, NFA or other certificates from VDFP will not be issued for reciprocity, as is the case for all “reciprocity” cases.

* VDFP has established a new, separate course code for the ICS 300 and ICS-400 courses delivered by other state agencies. The purpose of this is to distinguish for statistical purposes and grant funding documentation between courses conducted by VDFP and other agencies.

* Since the majority of non-fire service ICS-100 and ICS-200 training is taken from the “on-line” series provided by FEMA and not done in a classroom, it is not felt necessary to establish a new course code. The new “standard year” for the same code (2008) has been established to distinguish between earlier versions of these classes and the newer versions.

* There is no substantive difference between the earlier NFA & FEMA/EMI curriculum packages. Content remains fundamentally the same with new PowerPoint support materials and minor modifications to the format and order of delivery.

3. Since the January 1 2009, the IMS Program section has fully or partially funded the following ICS training programs:

January 20-22 ICS 300	King George
February 6-8	ICS 300 Falmouth VFC
February 10-12	ICS 400 Falmouth VFC
March 9-11	ICS 400 Stafford
March 21-22	ICS 400 Patrick Co.

Two ICS 300 classes scheduled in conjunction with VDSS in Charlottesville were cancelled; one due to the snowstorm March 2, and the other due to insufficient enrollment.

Additional NIMS and ICS training courses in this period were as follows:

March 9-13	ICS-300	Langley AFB
March 23	IS-700a	Henrico (recruit school)
March 23-24	ICS-100	Henrico (recruit school)
March 24	ICS-200	Henrico (recruit school)
3/30-4/1	ICS-300	FBI
April 2-3	ICS-400	FBI

February 24-26 the IM Programs office conducted a Command & General Staff Functions-Practical Evolutions program at the New Kent Forestry Conference Center. The program is a real-time, “fully-engaged” activity in which all participants must participate in command and general staff positions to prepare and present an incident action plan (IAP) for a simulated incident. The program is intended to reinforce training in the ICS planning and resource management process through use of ICS standard forms and procedures. Participants completed two full planning cycles and produced two IAPs during the 2-1/2 day program. The program received very strongly favorable program evaluations.

4. There has been no additional official notice from DHS/FEMA/NFA regarding the re-activation of efforts to begin conducting the ICS-Position Specific courses for command and general staff. The original USFA program manager has indicated that program management is expected to be fully shifted from FEMA (USFA and EMI) to the IMSID at the NIC. Official announcement of any management changes has not been issued by DHS. VDFP has retained applicant resumes from approximately 10 individuals who wish to be considered for application to future T-t-T programs and will notify these individuals as well as post the information on the website as soon as official notification is released by DHS.

5. The IS-700a training program has been released (February 2009) and can now be accessed on-line from the FEMA Independent Study website. DHS will not require completion of the new training course for those who previously completed the original IS-700. However, with the changes to the NIMS organizational structure, and the added depth of content, I would recommend individuals make efforts to complete the new training as circumstances permit. Materials to support the classroom delivery of IS-700a can also be obtained on-line from the IS website.

Note: FEMA now requires instructors who plan to conduct classroom testing for IS-100, 200, 700a and 800b to contact the IS office several weeks before testing is scheduled to obtain a master copy of the test question packet and adequate supplies of the FEMA “opti-scan” test answer sheet. Test packets will be “rotated” to maintain better test security. Alternately, classroom training can be followed up by having all students take

the on-line test. Upon completion of the classroom test and submittal of the test answer sheets, students who successfully complete the test will receive a FEMA certificate by mail. Students who test on-line will be notified by email and for successful completion of the test will be provided a web-link to download a completion certificate. These procedures have been implemented to create stronger program and test integrity—a serious problem that has evolved over the past several years.

6. Special Note: VDFP has noted a marked increase in activity by several vendors seeking to attract students to “special” seminars, “NIMS Boot Camps” and other offerings of “NIMS Compliant Training” and test preparation programs. Some of these programs are being offered at “exorbitant” costs but do not deliver the actual training or testing. VDFP continues to point out that most (if not all) legitimate training for NIMS and ICS should not have an associated registration fee. In some cases there may be a nominal cost charged for student materials, but courses requested through VDFP in the proper manner will be supported (materials, etc.) at no cost to the host or student. For anyone contemplating paying a registration fee for NIMS or ICS training, we can only offer the time-tested caution, “Let the buyer beware.”

7. Steve Grainer continues to participate on several working groups assembled by DHS to develop, evaluate, 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. Additionally, DHS efforts to clarify and refine the Target Capabilities List and to develop corresponding training objectives to conform to the TCL are well underway. The proposed revisions to the first four TCL elements are now published on the FEMA website.

* The first effort to adjudicate comments NIMS Intelligence & Investigations Guidance document was conducted in February. (Grainer participated in the meeting) There is “major” disagreement between Law Enforcement and public health/medical examiner elements. At this point it is uncertain what resolution may be reached or when, but current indications are that the final document release is likely to be delayed.

* The TCL review and revision process continues. Initial public comment on the first four TCL elements (On Scene Incident Command, Multi-Agency Coordination (EOC); Mass Transit Protection; and WMD/HazMat Rescue) should be completed by April 1. Adjudication of feedback will follow with final publication intended for early summer 2009.

*Steve Grainer attended the first annual review of the Five Year NIMS Training Plan conducted by DHS in late February. Public release of the revisions for comment on the FYNTP is expected to be opened in April or May. Final release of the updated FYNTP is targeted to coincide with the 2010 fiscal cycle.

8. Steve Grainer continues to serve as a SME on state and local NIMS and NRF issues for the Project on National Security Reform (PNSR). He has also been asked to serve on

a second working group to address “Human Capital Development” for National Security Professionals. This PNSR group was 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 was published in mid-December and was briefed to President (elect) Obama shortly thereafter. The full initial report and the Executive Summary can be accessed at www.pnsr.org. When possible, Grainer is participating in weekly telephone conferences on the groups’ activities. The preliminary report of the project is targeted for presentation to Federal officials in June.

Knowledge Center:

The following programs are ready for release or in the development process through the Knowledge Center:

- Mayday Fire Fighter Down Awareness
- Train-the-Trainer 15 Instructor candidates awaiting approval.
- 2009 Adjunct/Certified Instructor in-service in development.
- Fire Attack Intermediate program in development.
- Hazmat Awareness online program has been completed.

Burn Buildings:

- In Enclosure 1 you will find Firefighter I & II classes listed from FSTRS for FY08 and 09. The spreadsheet indicates what burn building was used for these classes.
- This report only indicates the one certification burn required for Firefighter I and Firefighter II. Most career academy classes require 5 days of burns for each Firefighter I & II class.
- Lynchburg’s Burn Building should see a decline in usage as Bedford’s Burn Building is done and the Buckingham Building should be complete within the next 30 days.
- I have also attached 2 letters from Jonathan Hanson from Kidde per the Board’s request reference a mobile burn building. The first is the price for the mobile burn building as demonstrated at the February Board meeting and the 2nd is the information sent to me reference leasing of the trailers, but I do not feel this is the information that we were looking to receive.

Upcoming classes:

School Number	Course	Start Date	End Date	Location	Division	Type	Contact	Phone
46309220	BASIC PUMP OPERATIONS - "TRAIN-THE-TRAINER"	05/07/2009	05/07/2009	Roanoke Regional Training Center	6	Non-Funded	Donald E. Hansen	(540) 561-7460
44109041	EMERGENCY VEHICLE OPERATION - CLASS 3	06/06/2009	06/07/2009	Dublin Volunteer Fire Department	4	Funded	Division 4 Office	() -
46309210	FIRE INSTRUCTOR I - UPGRADE NFPA 1041-02	05/04/2009	05/04/2009	Roanoke Valley Training Center	6	Non-Funded	Donald E. Hansen	(540) 561-7460
43109173	FIRE INSTRUCTOR III NFPA-1041-07	05/26/2009	08/11/2009	Lynchburg Fire Administration	3	Funded	Capt. Robert Lipscomb	(434) 384-

									1957
45109265	FIRE INSTRUCTOR III NFPA-1041-07	05/09/2009	06/04/2009	Hampton Fire Training Center	5	Funded	John Galganski	(757) 564-0906	
49109029	FIRE SERVICE TRAINING - AIRCRAFT LIVE FIRE TRNG	05/09/2009	05/17/2009	Richmond International Airport	9	Funded	Tom Phalen	(804) 249-1980	
49109030	FIRE SERVICE TRAINING - AIRCRAFT LIVE FIRE TRNG	06/06/2009	06/14/2009	Lynchburg Regional Airport	9	Funded	Tom Phalen	(804) 249-1980	
41109256	FIREFIGHTER I AND II T-T-T	04/27/2009	05/06/2009	Wagstaff Circle VFD, 2101 Adkins Rd, Rich. 23236	1	Funded	Tom Berry	(804) 249-1994	
46309212	FIREFIGHTER I AND II T-T-T	05/07/2009	05/07/2009	Roanoke Valley Reg Ctr	6	Non-Funded	Donald E. Hansen	(540) 561-7460	
46109205	FIREFIGHTER II - NFPA 1001-02	05/09/2009	06/01/2009	Covington Fire Dept	6	Funded	Skip Wright	() -	
40109544	H-465/ICS 300 - INTERMEDIATE ICS FOR EXPANDING INCIDENTS	04/28/2009	04/30/2009	VDSS-Virginia Beach	9	Funded	Barbara Rustin	(804) 726-7128	
40409555	H-465/ICS 300 - INTERMEDIATE ICS FOR EXPANDING INCIDENTS	06/05/2009	06/07/2009	Stafford County	9	Partial	Lori Knowles	(540) 658-8682	
44109048	H-467/ICS 400 - ADVANCED ICS FOR CGS & MACS OPS 1ST RESPONDERS	05/11/2009	05/12/2009	Bristol Fire Department	4	Funded	Division 4 Office	() -	
46309115	H-467/ICS 400 - ADVANCED ICS FOR CGS & MACS OPS 1ST RESPONDERS	05/18/2009	05/21/2009	Lexington Fire Dept	6	Non-Funded	Ben Wilmer	() -	
40109554	H-467/ICS 400 - ADVANCED ICS FOR CGS & MACS OPS 1ST RESPONDERS	05/16/2009	05/17/2009	Stafford County	9	Funded	Lori Knowles	(540) 658-8682	
41409121	HAZARDOUS MATERIALS AWARENESS & OPERATIONS NFPA 472-02	05/12/2009	05/23/2009	Louisa Cty Fire Training Center	1	Partial	Allen Bryant	(540) 967-3491	
46409137	HAZARDOUS MATERIALS AWARENESS & OPERATIONS NFPA 472-02	05/09/2009	05/17/2009	Elliston Fire Dept	6	Partial	Michael Glass	() -	
46409194	HAZARDOUS MATERIALS AWARENESS & OPERATIONS NFPA 472-02	05/26/2009	05/29/2009	Roanoke Trg Ctr	6	Partial	Mark Shaw	(540) 375-3080	
43109058	MAYDAY, FIREFIGHTER DOWN 16-HOUR PROGRAM	05/02/2009	05/03/2009	Augusta Co. Fire Training Center	3	Funded	Kenny Hyden	(540) 942-6730	
46109213	MAYDAY, FIREFIGHTER DOWN 16-HOUR PROGRAM	05/30/2009	05/31/2009	Henry Co Public Safety	6	Funded	Pete Draper	(276) 340-8010	
44109023	N.F.A. INCIDENT SAFETY OFFICER (ISO)	05/30/2009	05/31/2009	Town Of Tazewell Volunteer Fire Department	4	Funded	Division 4 Office	() -	
47109109	NFA - IUCMCI	05/18/2009	05/19/2009	1108 Jefferson Street Alex	7	Funded	Timbrook	(703) 838-4620	
46309211	NFPA 1403 AWARENESS	05/04/2009	05/04/2009	Roanoke Valley Regional Training Center	6	Non-Funded	Donald E. Hansen	(540) 561-7460	
47309603	OFFICER DEVELOPMENT SEMINAR	06/06/2009	06/07/2009	13101 Public Safety Dr Nokesville Va	7	Non-Funded	Warren Whitley	(703) 792-6382	
47309604	OFFICER DEVELOPMENT SEMINAR	06/08/2009	06/09/2009	13101 Public Safety Dr Nokesville Va	7	Non-Funded	Warren Whitley	(703) 792-6382	
48109035	PUBLIC SAFETY & LIFE SAFETY EDUCATOR II (NFPA-1035)	06/13/2009	06/14/2009	Spotsylvania	8	Funded	JD Jenkins	(804) 249-4177	
44109009	Rural Water Supply 16-Hour Training Program	05/16/2009	05/17/2009	Pembroke Volunteer Fire Department	4	Funded	Division 4 Office	() -	

COMMENTS FROM THE COMMITTEE CHAIR

Rick Burch stated that the Executive Committee met yesterday and were informed that \$1.5M in interest money was returned to the Board. Rick asked the committee to develop ideas for how they think the money should be spent so their suggestions could be taken forward to the Policy, Administration & Finance Committee meeting.

Christine Lopilato stated that the funds being reinstated to the Board are from the Board's interest accounts and must be obligated by June 30, 2009.

UNFINISHED BUSINESS

Topic: Crew Leader Curriculum

Motion: To approve the Crew Leader Curriculum as presented.

Discussion:

To accept the Crew Leader Curriculum.

Vote: Unanimous

Action: Motion Carries – will be presented at the Full VFSB.

NEW BUSINESS

Topic: Recommended Training Requirements – VDFP Follow Up from OAG

Motion: NA.

Discussion:

The Agency's OAG counsel has reviewed the Board's request to recognize the minimum training standards presented by the 3 stakeholder groups at the February 2009 Board meeting. Both the Agency and the Board appreciate all of the hard work and time that these 3 groups put into the training recommendations and we acknowledge their hard work and dedication to the furtherance of Virginia's fire service. However, neither the Board nor the Agency can recognize, accept or endorse these standards, as this is not one of the Board's powers as listed in the VA Code § 9.1-203.

It was noted that the Board acknowledges the work of the stakeholder groups, but at this time takes no position on this topic.

The training recommendations acknowledged are as follows:

- All Virginia Firefighters – VDFP Firefighter I within 2 years of joining a department;

- It was recommended that MayDay/Firefighter Survival be added to the Firefighter I program;
- Driver Operators – VDFP Firefighter I; EVOC related to the apparatus operated; VDFP Basic Pump Operator; All certifications should be obtained prior to operating an emergency vehicle;
- Fire Officer/Crew Leader – meet requirements for Firefighter and also complete unidentified Fire Officer/Crew Leader/Acting Officer program (TBD); other courses recommended: Fire ground safety and survival; ICS; Building construction Strategy and Tactics; and Should be attained before performing in the Officer function.

The Agency will have an article on this topic in the next edition of the Agency's newsletter, *The Logbook*.

Vote: NA

Action: NA.

Topic: VDFP Student No-Show Policy – Enclosure 1

Motion: NA

Discussion:

Don Brown, VDFP D3 Chief, provided the Board with a synopsis of the Division 3 No-Show Student Policy. The intent of the policy is to develop a strategy to eradicate the instances when students register for a course and repeatedly do not show up for the course(s). When students do not show up for a course(s) it jeopardizes the ability for a school to be conducted and it wastes Agency resources (instructors and funding).

Rick Burch asked if Division 3 notified the divisions in their office prior to implementing the policy.

Don Brown stated that the information was captured on the registration letter so that student's registering for the courses were made aware of the change.

Rick Burch asked VDFP if this policy can be expanded to another division office to further gauge the effectiveness of this program.

Larry McAndrews stated that the division chiefs meeting is next week and the expansion of the program will be discussed.

It was noted that this policy be applied to Funded VDFP courses only.

Vote: NA

Action: NA

Topic: Fire Behavior Training – Prince William County – Enclosure 2

Motion: NA

Discussion:

Chief Warren Whitley, Prince William County, provided the committee with a presentation on Fire Behavior Training. Within the presentation it was noted that Virginia's fire service needs to further its understanding of fire behavior to help further ensure the safety of Virginia's fire service.

Video of Prince William County's Back Draft Simulation unit is available at: <http://video.google.com/videoplay?docid=1413278430629172269>.

Vote: NA

Action: NA

Topic: Ethanol Training Presentation

Motion: NA

Discussion:

Dave Jolly, VDFP, stated that VDEM has been working with several fire departments in Northern Virginia to develop a formal Ethanol Training presentation and work group.

Rick Burch stated that he would like to see an overview of the training program before the Committee or the Board takes any action.

Vote: NA

Action: NA

Topic: EVOG Discussion

Motion: NA

Discussion:

Ken Brown stated that the Board needs to review the EVOC program to determine if the current program is providing the training that the fire services needs.

It was noted that the VFIS training program is a supplement to the Agency's EVOC program, as the VFIS program is not developed around NFPA standards.

Vote: NA

Action: NA

Topic: 5 Year Training Plan

Motion: NA

Discussion:

Ken Brown asked if the issues surrounding the inspector and investigator program were adopted by the community college system.

Russ Chandler stated that only the Inspector I was being offered at the community college system.

Ken Brown stated that he would like to see the document reflect future training projections based on the requests received by each division office.

Larry McAndrews stated that that information is located on page 12 and 13 of the document.

This topic will be added to the Unfinished Business section of the June 2009 meeting.

Vote: NA

Action: NA

Topic: Suggestion for spending the Board's Interest Money

Motion: NA

Discussion:

Rick Burch stated that some of the possible funding recommendations include: funding the Training Mini Grant program at approximately \$300,000; purchasing mobile burn cells; and funding the conference and education grant program.

It was recommended that money should be allocated for FY09 & FY10 for the Training & Education Mini Grants and Conference and Education Grants.

Vote: NA


Action: NA

ADJOURNMENT

The Committee adjourned at 10:24 am

Clerk of the Committee
Brook M. Pittinger

REVIEWED BY:



Larry McAndrews
Branch Chief of Training & Operations

April 20, 2009

Date

Enclosures:

1. 5 Year Training Plan – available from VDFP upon request
2. Fire Behavior Training Presentation – available from VDFP upon request

**VIRGINIA FIRE SERVICES BOARD
Fire Prevention and Control Committee
April 16, 2009**

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

COMMITTEE MEMBERS PRESENT

Ed Altizer - Chair
Michael Reilly
Dennis Mitchell
Robert Scott
Brian Mullins
Carl Garrison

COMMITTEE MEMBERS ABSENT

Barbara Hamm Lee

VFSB MEMBERS PRESENT

Ken Brown
Mike Armstrong

AGENCY MEMBERS PRESENT

Brook Pittinger	Dave Jolly	Glenn Dean
Amanda Wood	Billy Shelton	
Russ Chandler	Christine Lopilato	

GUESTS PRESENT

Kurt Kight

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The Chair asked if there were any additions and/or corrections to the minutes of the February 2009 meeting. With no changes to the minutes, the February 19, 2009 meeting minutes were approved.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ROLL CALL

CHANGES TO THE AGENDA

Unfinished Business:

A. VFIRS Grants

B. Mini Grants

New Business:

A. Fire Team USA

PUBLIC COMMENTS

There were no public comments made at the Committee meeting.

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

The following report was provided by Russ Chandler:

Virginia Fire Marshal Academy

- The Fire Inspector 1031 program has conducted several schools. The first this quarter was in Loudoun County with 17 students. Then in March, the VFMA held its 2nd school in Hampton, Virginia with 16 students. King George Fire will host the next 1031 school in April.
- The Fire Investigator 1033 program conducted its first school this year in Hampton. The class had 19 students from the area, and was held at the Hampton Training center. This was the first class to debut the new burn cell trailers. The VFMA literally had just put them in-service the week before the class, so the test burns were the actual class burns. They turned out better than expected. Small bugs needed to be worked out because of minor issues, and Kidde International is working on these. The trailers are going to be an awesome asset to the delivery of fire training for years to come. The VFMA has begun its 2nd school of the year in Henrico County, Virginia with 28 students from around the state. DOD civilian, Ft. Lee, AP Hill, Fairfax, Henrico, Hanover, York County, Virginia State Police, Henry County, Charlottesville as well as several others are attending the class.
- The 2009 Law Enforcement School preparation is well underway with plans to move operations to Fort A.P. Hill in Caroline County. Lodging and range scheduling must take place months in advance for the class to be held at such a highly requested military base. The school will be 9 weeks this year with new updated classes and expanded cadre from the ATF and the FBI added.
- The Public Fire Educators side of the VFMA has conducted several classes in Pub Ed I and Juvenile Fire Setter over this quarter. All classes have had at least 15 students in each and some are over 20. We have been to Wytheville, Arlington, Shenandoah, and Caroline County. The next quarter will be held in Spotsylvania, Roanoke and Martinsville as well as Ft. Lee Virginia.

Fire Data

- Fire statistics are a vital tool for a multitude of projects. For example, during this past legislative session the Agency was able to provide statistics related to novelty lighters. Statistics are also helpful during tight budget times because they can function as a tool in the decision making process. At other times, the data can even point to needed changes or corrective actions as in pointing out specific

defects or engineering problems of specific consumer products on the market (i.e. Mr. Coffee, Philco TV's).

- It is both a tribute to the Board for their foresight and to the staff fortitude and dedication that we now have valuable statistical data. Just as important we need to recognize the fire officer or firefighter who takes the time, all too often in the middle of the night, to fill out that report, fully and accurately.
- An effort has been underway and we are constantly reinforcing the fact that the fire investigator must go back to the first VFIRS form and do a supplemental report to change any data on the first material ignited, the heat source and basically anything related to the findings from a thorough investigation.
- Marion Long and his team have provided electronically (through their Director, Brook Pittinger) data on 2008 fire losses. In his report, it shows that the leading cause of residential fires are cooking and heating and that the undetermined status for 2008 was 30% for all fires. One cannot help to wonder if the local investigator may have found the actual fire cause but did not take the time to go back and change the VFIRS report. The VFMA is addressing this very fact and hopes to make an impression on our peers in the local Fire Marshals Offices.
- Other stats of interest are that there were 29,277 fires in Virginia in 2008, during that same time, fire crews responded to 393,001 rescue/EMS calls. There were 616,541 events last year in the Commonwealth. The causality was 471 civilian fire injuries and 79 fire related deaths. We had 199 fire related injuries and an additional 135 non-fire injuries.
- With all this great data, our job is still not complete. There are still many jurisdictions still not reporting to the Virginia Fire Incident Reporting System. One cannot help but ask, wouldn't it be great to see the data from 100% of all fire companies across this great Commonwealth.

Billy Shelton requested that Robert Scott share the VFIRS data with the insurance industry.

Dennis Mitchell requested that the Agency research and provide the total number of single family dwellings within the Commonwealth of Virginia to the Board.

COMMENTS FROM THE VDFP LIAISON Grants and Local Aid Manager

There were no comments made for the April 2009 meeting.

COMMENTS FROM THE VDFP LIAISON Fiscal Services Director

Christine Lopilato noted that the Board's interest funds totaling approximately \$1.5M were reinstated.

COMMENTS FROM THE COMMITTEE CHAIR

Ed Altizer stated that the DHCD certifications now require you to have 16 hours of in-service training in order to maintain their certification.

Ed also thanked Bobby Bailey and the Agency for bringing the Burn Cell to the Fire Team USA meeting. The burn cells were used to demonstrate the difference fire creates in spaces with and without sprinklers.

REPORT FROM THE CODE CHANGE AND DEVELOPMENT SUB-COMMITTEE

The following topics were discussed at the February 26, 2009 Code Subcommittee meeting.

Topic: Review of DHCD Schedule for Code Adoption

Motion: NA

Discussion:

There are 4 workgroups (2009 Schedule):

1. Work Group 1 Energy: March 26, 2009 at DHCD, 1st floor Board Room, 9:30a.m. Please email emory.rodgers@dhcd.virginia.gov on your planned attendance. Staff has attached a list of approved emergu code changes. There are at least 60 or so code changes that are mostly in the International Energy Conservation Code (IECC), but code changes are also in the International Residential Code (IRC), the International Building Code (IBC), the International Existing Building Code (IEBC), the International Mechanical Code (IMC) and the International Fuel Gas Code (IFGC). I would request VBCOA/VPMIA to conduct a review and bring forth your list of code changes with the most impacts and other issues. Other advocacy interests, builders, contractors and design professionals, please feel free to identify your issues and submit them to us for compilation into a work agenda.

2. Work Group 2 Administrative: March 19, 2009 at DHCD, 1st floor Board Room, 9:30a.m. To review matters for all regulations that includes the USBC (Building), E-85, SFPC (Fire Prevention), VADR (Amusement Rides), VCS (Certifications), IBSR (Modular Buildings) and MHSR (HUD Housing); for technical amendments in the 2006 regulations that can be deleted or may need modifications; and, for most SFPC changes and legislative bills. There are 35-40 pending issues from all the 6 regulations and more would be added from the 2009 model codes. I would request that VBCOA, VPMIA, VA-IAEI, the Fire Services Board Code Committee and other stakeholders review the pending issues and add others on your agendas.

3. Work Group 3 Technical Matters: April 2, 2009 at DHCD, 1st floor Board Room, 9:30a.m. There will be 100 or so model code changes and currently 20 or so pending issues. Most technical issues will be in the USBC so I would ask VBCOA/VPMIA/Va. IAEI to review the 10 referenced model codes and submit by the end of January what you believe are the key issues with the most impact such as arc-fault devices required for the entire dwelling unit or increase in the widths for all exit stairs.

4. Work Group 4 IRC, Sprinklers 1&2 family dwellings, CO Alarms: April 9, 2009 at DHCD, 1st floor Board Room, 9:30a.m. There are 15 or so issues and expect more once VBCOA and VPMIA do their reviews.

All meetings are scheduled for the 1st floor Board Room at DHCD to begin at 9:30 am. For additional information on the meeting times and locations, contact Emory Rodgers at emory.rodgers@dhcd.virginia.gov. There is also information available on DHCD's website, under the State Building link – www.dhcd.virginia.gov.

BHCD Board meeting schedule:

- March 23, 2009 – BHCD approves Notice of Intended Regulatory Action (NOIRA);
- May 18/19, 2009 – BHCD's Codes and Standards Committee meet at 9 am;
- June 22, 2009 – BHCD Meeting and if no BHCD meeting then do the Code and Standards Committee meet to review non-consensus items.
- July 27, 2009 – BHCD to approve the proposed regulations for publication and 60 days and public comment period. Public hearing held 2 hours before the meeting.
- August, September, and October 2009 – No meetings as regulations are approved for publication and 60 days comment period.
- November 16/December 21, 2009 – BHCD's Codes and Standards Committee would meet to review public comments on the proposed regulations, carry-over code changes and new code changes.
- January 18 or 25, 2010 – BHCD and FSB hold public hearing on the proposed regulations;
- March 1, 2010 – Deadline for new code changes;
- May 17, 2010 – BHCD's Codes and Standards Committee meet to consider all code changes not approved, public comments or any new code changes and a final review of the regulations and approval to submit for the BHCD to approve.
- June 21, 2010 – BHCD approve final regulations with input from the FSB on the SFPC. Codes and Standards Committee short meeting prior to BHCD meeting.
- September 30, 2010 – Effective date of final regulations if approved by the OAG and Governor's Office

Vote: NA

Action: NA

Topic: DHCD Work Group Review and Assignments (to establish who will represent the committee at each workgroup)

Motion: NA

Discussion:

Ed Altizer, Ron Reynolds and Glenn Dean will attend each of the workgroup meetings. It was noted that Glenn Dean will provide administrative support to the Code Subcommittee groups that are assigned to each workgroup. Other members of the committee are encouraged to attend the workgroups as well.

Workgroup 1: VDFP Staff

Workgroup 2: VDFP Staff and Dave Thomas and Captain Barreo, Fairfax

Workgroup 3: VDFP Staff

Workgroup 4: VDFP Staff and Joshua Davis, Charlottesville

Vote: NA

Action: NA

Topic: Outstanding code changes from the committee

Motion: NA

Discussion:

Glenn Dean provided a review of the SFMO Proposed Code Changes – Enclosure 3.

Robbie requested that each committee member review the SFMO proposed Code changes and be prepared to comment on the code changes at the next meeting.

Vote: NA

Action: NA

Topic: Future Subcommittee Meetings and schedule

Motion: NA

Discussion:

The next Code Subcommittee is scheduled for Friday, April 24, 2009 beginning at 10 am at the VDFP Headquarters office.

The following Code Subcommittee meeting is scheduled for Friday, June 26, 2009.

Vote: NA

Action: NA

The next Code Subcommittee Meeting will be held on Friday, April 24, 2009 at the VDFP Glen Allen office. The meeting begins at 10 am.

REPORT FROM THE DEPARTMENT OF FORESTRY

Carl Garrison provided the committee with a copy of the *Fire in the South 2 - The Southern Wildfire Risk Assessment* report.

A brief video clip will be played at the Full VFSB meeting on Friday, April 17, 2009 that shows the recent wildfire at Poor Mountain.

Billy Shelton offered to utilize the Agency's Fusion Center analyst to circulate data/information pertaining to high fire risk warnings and other relative information to Virginia's fire marshals.

UNFINISHED BUSINESS

Topic: VFIRS Grants

Motion: NA

Discussion:

FY09 funds have been disbursed and several localities have already submitted their after action reports.

Vote: NA

Action: NA

Topic: Training Mini Grants

Motion: To designate up to \$316,500 for the FY09 Mini Grants program and up to \$200,000 for the FY10 Mini Grants program. Any remaining funds from the FY09 grants should be added to the FY10 grant program.

Discussion:

With the return of the Board's Interest Money the Board is now able to fund the Training Mini Grants program.

The committee to review the FY09 mini-grants applications will meet on Thursday, May 7, 2009 beginning at 1 pm.

Vote: Unanimous

Action: Motion Carries – will be presented at the Full Board meeting.

NEW BUSINESS

Topic: Fire Team USA

Motion: NA

Discussion:

Mike Reilly stated that the Fire Team USA training program was a day and a half long training program that functioned as an educational training forum for residential sprinkler systems.

It was noted that each year in the US approximately 3,000 to 4,000 Americans lose their lives in fires/as a result of fires.

It was also noted that sprinkler systems are also being classified as 'green'/environmentally friendly devices.

The cost of residential sprinkler systems is one area of concern that will continue to be examined.

Vote: NA

Action: NA

ADJOURNMENT

The Committee adjourned at 12:07 pm

Clerk of the Committee
Brook M. Pittinger

REVIEWED BY:

Russell K. Chandler

Russell K. Chandler
Brach Chief of Training & Technical Services

April 20, 2009
Date

Enclosures:

1. *Fire in the South 2 - The Southern Wildfire Risk Assessment* – available fro VDFP upon request

APPROVED

VIRGINIA FIRE SERVICES BOARD
Administration, Policy and Finance
April 16, 2009

A regular meeting of the Committee on Administration, Policy and Finance was held at the Richmond Fire Headquarters in Richmond, VA at 2:00 pm. Mr. Michael Reilly served as chair.

COMMITTEE MEMBERS PRESENT

Michael Reilly – Chair
Kenneth J. Brown – Vice Chair
Dennis Mitchell
Richard E. Burch Jr.
Ed Altizer
William B. Kyger, Jr.
Brian Mullins

COMMITTEE MEMBERS ABSENT

Industry (SARA Title III & OSHA) – position vacant
Chris Kollman

VFSB MEMBERS PRESENT

Mike Armstrong
Robert Scott

AGENCY MEMBERS PRESENT

Billy Shelton	Dave Jolly	Larry McAndrews
Brook Pittinger	Christine Lopilato	Glenn Dean
Amanda Wood	Russ Chandler	

GUESTS PRESENT

Kurt Kight

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The Chair asked if there were any additions and/or corrections to the minutes from the February 2009 meeting. With no changes to the minutes the February 19, 2009 meeting minutes were approved.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ROLL CALL

CHANGES IN AGENDA

Unfinished Business

There was no unfinished business discussed at the committee meeting.

New Business:

- A. Fire & Ems Study Update – Westmoreland County
- B. Burn Buildings – Time Extensions
- C. Hanover County Burn Building – Time Extension Request
- D. Fauquier County Burn Building – Extension to Valid Building Permit
- E. Town Of Wise Burn Building – Time Extension Request
- F. Accomack County Burn Building – Time Extension Request
- G. City Of Alexandria – Time Extension Request
- H. City of Richmond – Time Extension Request
- I. City of Covington – Time Extension Request
- J. Education/Training Conference Funding
- K. \$1.5M Interest Funding – Spending Plan

PUBLIC COMMENTS

Chief Robert Creecy welcomed the Board to their facility and thanked the Board for holding their April meeting in their building. Chief Creecy briefly touched on the regional training that has occurred between Richmond, Hanover, Henrico and Chesterfield fire and the high rise policy that the four localities that have developed.

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

Brook Pittinger provided the following report:

IT/ VFIRS:

- The updated *2008 Summary by Incident Type Report* was emailed to the VFSB members on Wednesday, April 01, 2009 and is also available on the Agency's website. The Agency has achieved its goal of having a minimum of 650,000 incidents entered into the VFIRS system. This goal was set to more accurately reflect Virginia's fire statistics. Currently 92% of Virginia's fire service participates in VFIRS, which reflects approximately 98% of Virginia's fire loss. The following is a snapshot of the data contained in this report:
 - Total Fires – 29,277 calls/4.75% of total calls;
 - Rescue Calls – 393,001 calls/ 63.74% of total calls;
 - False Calls – 54,616 calls/ 8.86% of total calls;
 - Total Calls – 616,541;
 - Total Fire Dollar Loss - \$443,830,180; and
 - Total Dollar Loss - \$496,860,434.
- The *VFIRS 2008 Annual Report* will be ready for e-mail distribution on May 1, 2009. A copy of this report will be provided to all VFSB members and also posted on our website.

- The VFIRS section continues to work with fire departments on recording fire dollar loss.
- VFIRS reports as always are available on VDFP's website at www.vafire.com.

Marketing & Communications:

- Annual Fallen Firefighters Memorial Service – Saturday, June 6th beginning at 12 noon.
- Course Catalog update – The Agency has updated the online version of the VDFP Course Catalog to correspond to the new 5-year plan. Due to state printing restrictions, there will not be a printed version of the catalog at this time. Please visit the Agency's website for a copy

Policy, Planning & Legislation:

- The 2009 Virginia General Assembly (VGA) Regular Session convened Wednesday, January 14, 2009 and sine die is Saturday, February 28, 2009. Upon the conclusion of the 2009 Regular VGA Session a legislative summary report will be emailed to the members of the VFSB and posted on the Agency's website.
- The VDEM/VDFP Stakeholder Summit is schedule for Tuesday, April 28th from 10 am to 2 pm. The meeting will be at the VDFP Headquarters.

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

The following information was reviewed by Christine Lopilato:

Budget Report

- Budget versus Expenditures Report Analysis as of March 31, 2009 (3Q09) – Enclosure 1
- Statement of Cash – Interest Account as of March 31, 2009 – Enclosure 2
- Burn Buildings Cash Obligations and Availability as of March 31, 2009 – Enclosure 3
- Interest Earnings Accounts

**REPORT BY THE VDFP LIAISON
Grants & Local Aid Manager**

The following information was reviewed by Amanda Wood:

- ATL
 - FY08 ATL – Enclosure 4
 - 99.8% of total FY08 funds disbursed
 - 98.5% of 324 localities (319 jurisdictions released)
 - Forfeitures list (3 jurisdictions)
 - Keller, Town
 - Pound, Town
 - Parksley, Town
 - Second notification letter sent 4/9/2009

- FY09 ATL – Enclosure 5
 - 90.5% of total FY09 funds disbursed
 - 81.5% of 324 localities (264 jurisdictions released)
- 4Q09 disbursement scheduled for June
- Burn Building Report – Enclosure 6
 - Update on Gloucester County project
 - Received copy of the executed contract by the required deadline of November 30, 2008
 - Project completion deadline is 5/31/09
 - Update on Buckingham County project
 - Project completion deadline is 6/30/09
 - Update on Bedford City project – have remedied deficiencies, VDFP has sent an e-mail requesting the closing documents to support final disbursement of funds; funds will be disbursed by 6/30/09
 - Localities to make presentations:
 - Fauquier County – Valid Building Permit time extension (April 30, 2010) – Enclosure 7
 - Hanover County – Time extension request (June 30, 2009) – Enclosure 8
 - Town of Wise – Time extension request (June 30, 2009)
 - Accomack County – Time extension request (July 31, 2009) – Enclosure 9
 - City of Alexandria – Time extension request (June 30, 2009) – Enclosure 10
 - City of Richmond – Time extension request (June 1, 2009) – Enclosure 11
 - City of Covington – Time extension request (May 15, 2009) – Enclosure 12
 - City of Winchester – Enclosure 13

COMMENTS FROM THE BURN BUILDING SUBCOMMITTEE CHAIRMAN

The following items were discussed at the Burn Building Subcommittee meeting held on Wednesday, March 18, 2009.

Topic: Review and discussion of total burn building process:

Motion: NA

Discussion:

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

The subcommittee wants to ensure the four aforementioned items are completed to ensure no liability is created for the Board or the Agency.

Vote: NA

Action: NA

Topic: Review of current repair projects

Motion: NA

Discussion:

Amanda Wood, VDFP, provided the following information:

The following Projects are completed and getting walk-throughs done by the Division Chiefs:

1. Virginia Beach
2. Danville
3. Goochland

The two projects that are fully completed include the City of Franklin and the City of Lynchburg.

The others are coming along. The first rounds of awards have a deadline of March 31, 2009. It appears there will be several jurisdictions will be asking for extensions at the April Board Meeting. The ones that I have already talked to are Hanover County and the Town of Wise.

Vote: NA

Action: NA

Topic: Definition of an advanced training center

Motion: NA

Discussion:

Chief Barakey, Virginia Beach, noted that for calendar year 2008, their burn building was used approximately 270 days. Their burn building is used by surrounding localities as well as other private entities. The Virginia Beach burn building is able to conduct live fire training for 128 days each calendar year. To

date, Virginia Beach does not charge a fee for the use of building. The only charge/fee assessed by the city is for consumables (i.e. hay/straw, etc.).

The City of Newport News noted that their facility is also used by surrounding localities and other private entities. The Newport News burn building is used for both live fire training and cold training exercises.

Ken Brown asked the localities what type of support they would be looking for from the Board.

It was noted that financial support of the burn buildings, in addition to the burn building grant program, to help support the operational costs of running/administering an advanced training center would be helpful. This would allow the locality to continue to run their centers without charging user fees to other localities using the facility.

It was suggested that a methodology be developed to evaluate the usage of an advanced training facility.

It was requested that each locality provide their current use/definition of an advanced training facility to the Board so that they can use that to help develop a definition of the advanced training facility.

It was also recommended that the Board develop first a set of parameters that will be used by the localities when describing their definition of an advanced training facility.

It was requested that Larry McAndrews, VDFP, provide the subcommittee with advanced training figures for any training received past fire fighter II. It was noted that not all fire fighters take the advanced training from VDFP, so the numbers may not provide a complete picture of all advanced training occurring within Virginia.

Vote: NA

Action: NA

Topic: Future budget planning

Motion: NA

Discussion:

Discussion on this Topic was tabled until the next meeting.

Vote: NA

Action: Discussion on this Topic was tabled.

Topic: Discussion of mobile burn props

Motion: NA

Discussion:

The Agency provided the subcommittee with the prices of the mobile burn props. It was noted that Kidde does allow/have leasing options.

It was noted that the FY09 burn building funding has not yet been fully committed. Additionally, on July 1, 2009, the Agency will receive the FY10 burn building funding of \$975,000.

The subcommittee requested the Agency provide a proposal to the Board on how the Agency would utilize a mobile burn prop.

This agenda item will be further discussed at the next meeting.

Vote: NA

Action: NA

Topic: City of Winchester - \$7,000 Grant

Motion 1: To request that the City of Winchester provide supporting documentation regarding the thermo coupling calibration.

Motion 2: To deny burn building grant funding to the City of Winchester for reimbursement of the installation of a concrete apron on their existing burn building.

Discussion:

There was no representative from the City of Winchester present at the Subcommittee meeting.

There was no representative from the City of Winchester present at the Committee meeting on 04.16.09.

Winchester is requesting reimbursement for the installation of a concrete apron. The \$7,000 was held from the original grant disbursement to allow for the locality to repair their temperature monitoring system and to purchase the required NFPA signage.

Currently VDFP has receipts of approximately \$600 for additional repairs over the original grant. These receipts are for the calibration of the temperature monitoring system and the required signage.

It was recommended that the Board develop a temperature monitoring system calibration standard in order to provide better guidance to the localities.

The intent of Motion 1 is to determine the 1200 degree ceiling temperature at the current placement of the TMS (i.e. if the ceiling temperature is 1200 degree, the temperature at their TMS may be 900 degrees).

Vote – Motion 1: Unanimous

Vote – Motion 2: Unanimous

Action – Motion 1: Motion Carries – the motion will be presented at the Full Board for action.

Action – Motion 2: Motion Carries – the motion will be presented at the Full Board for action.

Topic: Burn Building Signage

Motion: NA

Discussion:

The use of the ‘stop signs’ on burn buildings is to encourage localities using the burn building to stop and read the sign to ensure their actions are compliant with NFPA 1403 requirements. The compliance of NFPA 1403 is required for all VDFP training.

This topic has been referred for further discussion at the Burn Building Subcommittee.

Vote: NA

Action: NA

Topic: Accomack County Burn Building Request

Motion: NA

Discussion:

Jason Loftus, Public Safety Director for Accomack County, presented the Subcommittee with a request to receive funding of \$11,500 to modify their burn building into a cold training facility from a live fire training facility. The County believes that the burn building is no longer able to utilize the burn building for live fire training.

It was noted that the VFSB is only allowed to grant the grant awards for live fire training props and the Board has requested the Agency verify this information with the OAG's office to ensure legal compliance. This is only necessary if Accomack is unable to utilize their grant award to repair their burn building so that it can resume as a live fire training facility.

The Board requested Accomack County to work with their engineer to determine if their grant of \$11,500 plus the 20% overage (total available award up to \$13,800) would allow them to modify their building to the standards needed to resume as a live fire training facility. VDFP will provide the County with a bulleted list of what modifications need to occur to bring their building into compliance as a live fire training facility.

Vote: NA

Action: NA

The next Burn Building Subcommittee meeting is scheduled for May 7, 2009. The meeting begins at 9 am.

COMMENTS FROM THE COMMITTEE CHAIRMAN

The chair had no comments.

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE EDUCATION AND TRAINING

There were no financial issues from the committee on Fire Education and Training.

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE PREVENTION AND CONTROL

Topic: Training Mini Grants

Motion: To designate up to \$316,500 for the FY09 Mini Grants program and up to \$200,000 for the FY10 Mini Grants program. Any remaining funds from the FY09 grants should be added to the FY10 grant program. (From interest money)

Discussion:

With the return of the Board's Interest Money the Board is now able to fund the Training Mini Grants program.

The committee to review the FY09 mini-grants applications will meet on Thursday, May 7, 2009 beginning at 1 pm.

Vote: Unanimous

Action: Motion Carries – will be presented at the Full Board meeting.

UNFINISHED BUSINESS

There was no unfinished business discussed at the committee meeting.

NEW BUSINESS

Topic: Fire & EMS Study Update – Westmoreland County

Motion: NA

Discussion:

The final Westmoreland County study was sent to the County Administrator and Board of Supervisors. Electronic copies were emailed to the County's fire and EMS chiefs.

Vote: NA

Action: NA

Topic: Burn Building – Time Extension

Motion: To grant a no cost time extension to July 31, 2009 to Hanover County, Town of Wise, Accomack County, City of Alexandria, the City of Richmond and the City of Covington.

Discussion:

Below are the localities requesting a time extension and their completion dates:

Hanover County – Time extension request (June 30, 2009)

Town of Wise – Time extension request (June 30, 2009)

Accomack County – Time extension request (July 31, 2009)

City of Alexandria – Time extension request (June 30, 2009)

City of Richmond – Time extension request (June 1, 2009)

City of Covington – Time extension request (May 15, 2009)

Vote: Unanimous

Action: Motion Carries – will be presented at the Full Board Meeting.

Topic: Hanover County Burn Building – Time Extension

Motion: NA

Discussion:

See Burn Building – Time Extension Topic

Vote: NA

Action: NA

Topic: Fauquier County Burn Building – Extension to Valid Building Permit

Motion: The VFSB will approve the extension to the valid building permit, pending a positive outcome of Fauquier County's planning commission and Burn Building Subcommittee meeting at the June 2009 meeting.

Discussion:

Kurt Kight, Fauquier County, is requesting a 10 month extension to their valid building permit.

Vote: Unanimous

Action: Motion Carries – will be presented to the Full Board.

Topic: Town of Wise Burn Building – Time Extension Request

Motion: NA

Discussion:

See Burn Building – Time Extension Topic

Vote: NA

Action: NA

Topic: Accomack County Burn Building – Time Extension Request

Motion: NA

Discussion:

See Burn Building – Time Extension Topic

Vote: NA

Action: NA

Topic: City Of Alexandria – Time Extension Request

Motion: NA

Discussion:

See Burn Building – Time Extension Topic

Vote: NA

Action: NA

Topic: City of Richmond – Time Extension Request

Motion: NA

Discussion:

See Burn Building – Time Extension Topic

Vote: NA

Action: NA

Topic: City Of Covington – Time Extension Request

Motion: NA

Discussion:

See Burn Building – Time Extension Topic

Vote: NA

Action: NA

Topic: Education/Training Conference Funding

Motion: To allocate \$100,000 (\$50,000 each year) of interest money to the Conference and Education Assistance Program for the stakeholder groups FY10 and FY11.

Discussion:

It was noted that 6 organizations received assistance funding in the previous funding cycle.

It was recommended that the Board follow the same format for this grant program as they did with the Training Mini-Grant program.

It was noted by the Agency that the standing policy has been for all conference and education training applications be received by the agency by May 1 of each year. The agency also noted that the money could be reserved for FY10 and should follow the standing policy previously established by the Agency (May 1st application deadline).

It was questioned whether the 6 stakeholder groups could be added to the eligibility list for the Training Mini Grants.

It was noted by the Agency that adding the stakeholder groups to the Training Mini Grants eligibility list has the potential to create a conflict of interest when it comes to award determination and funding. The Training Mini Grants Program provides funding to the 324 jurisdictions exclusively.

Vote: Unanimous

Action: Motion Carries – will be presented to the Full Board.

Topic: Dry Fire Hydrant Grant Program - DOF

Motion: To transfer \$50,000 from the interest account to the Department of Forestry's Dry Fire Hydrant program for FY10.

Discussion:

There was no discussion held on this topic.

Vote: Unanimous

Action: Motion Carries – will be presented to the Full Board.

Topic: Mobile Burn Props

Motion: To transfer \$834,220 from the Interest fund to the Burn Building account to fund the purchase of the mobile burn prop.

Discussion:

The Board's Chair requested the Burn Building Subcommittee review the items needed on the mobile burn prop (i.e. items above and beyond the standard prop).

The Burn Building Subcommittee will look at the 6 burn building requests that are currently 'on-hold' to determine a possible FY10, FY11 and FY12 funding schedule.

Vote: Unanimous

Action: Motion Carries – will be presented to the Full Board.

Topic: \$1.5M Interest Fund Money – Spending Plan

Motion: NA

Discussion:

See discussion held on Topics: Conference and Training Assistance Program; Dry Fire Hydrant Grants; and Mobile Burn Building Grants.

Vote: NA

Action: NA

ADJOURNMENT

The Committee adjourned at 4:26 pm

Clerk of the Committee
Brook M. Pittinger

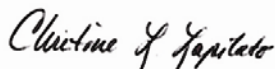
REVIEWED BY:



Brook Pittinger
Branch Director of Administration

April 20, 2009

Date



April 20, 2009

Christine Lopilato
Branch Director of Finance

Date

Amanda C. Wood

Amanda C. Wood
Grants & Local Aid Manager

April 20, 2009
Date

Enclosures:

1. Budget versus Expenditures Report Analysis as of March 31, 2009 (3Q09)
2. Statement of Cash – Interest Account as of March 31, 2009
3. Burn Buildings Cash Obligations and Availability as of March 31, 2009
4. FY08 ATL
5. FY09 ATL
6. Burn Building Report
7. Fauquier County – Valid Building Permit time extension (12/30/2009)
8. Hanover County –Time extension request (June 30, 2009)
9. Accomack County – Time extension request (July 31, 2009)
10. City of Alexandria – Time extension request (June 30, 2009)
11. City of Richmond- Time extension request (June 1, 2009)
12. City of Covington-Time extension request (May 15, 2009)
13. City of Winchester