

DRAFT

**VIRGINIA FIRE SERVICES BOARD
Fire Education and Training Committee
April 20, 2006**

A regular meeting of the Committee on Fire Education and Training was held at the Chincoteague Volunteer Fire Co. in Chincoteague Island, VA at 10:00am. Mr. Floyd Greene served as Chair.

COMMITTEE MEMBERS PRESENT

Kenneth Brown
Gary Eads
Thomas Fuqua
Floyd Greene – Chair
Richard Steinberg

COMMITTEE MEMBERS ABSENT

Lora Sharkey

VFSB MEMBERS PRESENT

Ed Altizer
J. Chris Kollman
Dennis Mitchell
Michael Reilly

AGENCY MEMBERS PRESENT

Ron Collins
Teresa Duncan
Buddy Hyde
Nausheen Khan
Christy King
Christine Lopilato
Larry McAndrews
Billy Shelton

GUESTS PRESENT

Jim Eicholtz – WHP Training Towers
Walt Ford – Bristol

Charlie Singleton – VSFA

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 2006 meeting. With no changes to the minutes, the February 24, 2006 meeting minutes were approved.

CHANGES TO THE AGENDA

Unfinished Business: None

New Business:

B. Dedicated Burn Building Committee

PUBLIC COMMENTS

A representative from a training building company spoke about how his company's structures are completely compliant with exhibit A. He also mentioned that they are a 'Class A' contractor registered with the state, and they meet all structural requirements in exhibit A.

COMMENTS FROM THE VDFP LIAISON

The liaison introduced and welcomed on-board the new Chief of Administration and Support, Teresa Duncan.

It was mentioned that Caroline County's Regional school training is this week. Rockingham County's is the following weekend, and Pulaski County's training is the weekend after.

The liaison also discussed the wild fires in Patrick County and communicated the status of VDFP staff working in conjunction with Patrick County Emergency Management and the Virginia Department of Forestry.

It was also mentioned that an adjunct instructor is being investigated for allowing a junior firefighter at age 15 in Southwest VA to go through the entire Firefighter I training program including entering the live burn. The situation is being investigated by the Department of Labor and Industry and the instructor has been suspended.

The Executive Director explained that Accomack County Public Safety Director, Jason Loftus, would like to take the Board and Staff on tour of their burn building at the completion of the committee meetings. It was mentioned that no public business would be discussed on that tour.

COMMENTS FROM THE COMMITTEE CHAIR

None

COMMENTS FROM THE GRANTS MANAGER

Enclosure 1. – Burn Building Project Summary

Enclosure 2. – Locally-Owned Burn Building Training Facilities

Enclosure 3. – ‘Scope of Services’

New Construction

Augusta County: moving forward with project completion in December.

Bedford: won't be funded until FY07

Blackstone: Complete.

Bristol: Chief Ford will present issues today

Buckingham County: Grants Manager has attempted to contact the locality administrator but cannot continue with the project until contact is made.

Chesterfield: Est. completion in July.

Gloucester: Copy of lease received.

Loudoun: Est. completion Aug/Sept. 2006.

Mecklenburg: Est. completion by end of May.

Northumberland County: Will not be funded until FY07

Pulaski Town: 75% complete.

Spotsylvania County: Selected contractor.

Franklin County: Need to submit a revised application to include Patrick and Floyd County.

Renovation

Emporia: Waiting to hear on A&E firm.

Fairfax: They have forfeited their \$9,500 award.

Hanover: Est. completion in August.

Lynchburg: Project complete.

Roanoke: Issues with contractor, wrong brick installed. Roanoke will re-bid for a new contractor.

Repair

Rockbridge: Completed, funds disbursed.

An A&E firm has been chosen and is soon to be on contract. The Point Of Contact is Michael Matthews, and he has been invited to attend the June meeting. It has been requested by committee members for the Grants Manager to report to the board at the June Meeting the details of the term contract.

Another committee member brought up some concerns about 1403 compliance and the numerous contractual issues between the board and the locality. The committee chair asked the committee member to highlight the important issues in a report to submit to the board.

The Grants Manager also presented a list of burn buildings that exist in the Commonwealth of Virginia as of April 2006. The four groups are 'funded – new construction or renovation/repair,' 'funded – under construction/newly constructed,' 'non-funded,' and 'miscellaneous.' It is a total of 31 burn buildings which will be submitted to the A&E firm for review.

Topic: A&E Contract Specifications

Motion: Use information in NFPA 1403 to develop guidelines for the architect review of existing burn buildings. This in no way is to be considered as a NFPA 1403 Compliance Review.

Discussion: The Grants Manager and the Board are now aware of what was being asked from both parties; therefore, the motion will be voted against.

Vote: Motion failed

Action: Motion failed

UNFINISHED BUSINESS

Topic: Franklin County Burn Building

Motion: None

Discussion: it was reported from the agency that they have not received the revised application, so it was decided to table the issue until the June Meeting.

Vote: None

Action: Revisit at June Meeting.

Topic: Monitoring System

Motion: None

Discussion: The agency reported that once the A&E is on board, this area can be revisited.

Vote: None

Action: None

Topic: Insurance

Motion: None

Discussion: The agency met with the Assistant Attorney General and discussed the possibility of insuring everyone. Questions were asked in which direction to go, so the agency is now awaiting the opinion of the AG office.

Vote: None

Action: None

| Topic: Instructor Evaluation

Motion: None

Discussion: It was mentioned that 5% of funded and non-funded reimbursable schools that an instructors from a selected school would be evaluated, and that it will cost approximately 30 thousand dollars a year. A board member brought up a concern about where the line should be drawn in issues concerning both the board as well as the agency. This was in reference to the specific issue about the criteria for choosing an instructor evaluator. The agency liaison stated that choosing instructors and evaluators is a procedural decision. The board member stated he had concerns over this procedure.

Vote: None

Action: None

NEW BUSINESS

| Topic: Bristol Burn Building

1st Motion: Allow a six month extension for the building of the Bristol burn building.

Discussion: It was reported that Bristol has solicited for an RFP, and they are moving forward. The galvanized steel issue had been discussed between Bristol and the Grants Manager. Chief Ford explained that the WHP is also concerned about the use of non-galvanized structural steel. The Bristol Fire Department Chief reported that the land is adjacent to the land field which is an issue because the land field owner does not want

the burn building built there. With all these issues surrounding the Bristol Burn Building, Chief Ford therefore requests a 3 month extension from the June 30th deadline for the start of construction. The agency has requested from Bristol that their contractor submit a formal document stating the extension granted to the City of Bristol.

A point was clarified in that Gloucester asked for a waiver in order to foster competition. Conversely, Bristol is asking for a waiver, as their bid is exclusive. The agency recommended that Bristol make sure that the specifications be compliant with Exhibit A. In regards to the subjective system, the agency is reviewing the gas-power specifications to see whether or not the agency needs to address that issue, and they recommend that the board entertain Bristol's requests. Discussion ensued regarding equity in burn building requests. The agency has mentioned that they will require Bristol to re-bid so that their RFP solicitation is in compliance with Exhibit A.

Vote: Motion carried

Action: Recommend to Full Board for approval.

2nd Motion: Allow Bristol to use non-galvanized heavy gauge structural steel members for their burn building.

Discussion: None

Vote: Motion carried

Action: Recommend to Full Board for approval.

3rd Motion: The VFSB will permit the installation of a subjective gas fired system in the funded burn building prop to be built by Bristol. This exemption to Exhibit A is made on the recommendation of the VDFP staff and the knowledge of safe operation of subjective gas system in other Virginia burn buildings.

Discussion: None

Vote: Motion carried

Action: Recommend to Full Board for approval.

Topic: Burn Building Sub-Committee

Motion: None

Discussion: The Board member who brought up this issue in February explained that expectations should be drawn up and communicated to localities when funds are given to them for the construction of burn buildings.

Vote: None

Action: None

ADJOURNMENT

The Committee adjourned at 1:01pm

Clerk of the Committee
Nausheen I. Khan

REVIEWED BY:

Larry McAndrews, VDFP Liaison

Date

Enclosures:

- 1. – Burn Building Project Summary**
- 2. – Locally-Owned Burn Building Training Facilities**
- 3. – ‘Scope of Services’**

DRAFT

**VIRGINIA FIRE SERVICES BOARD
Fire Prevention and Control Committee
April 20th, 2006**

A regular meeting of the Committee on Fire Prevention and Control was held at the Chincoteague Volunteer Fire Co. in Chincoteague Island, VA at 1:00pm. Mr. Dennis Mitchell served as Chair.

COMMITTEE MEMBERS PRESENT

Ed Altizer
Dennis Mitchell – Chair
Brian Mullins
Michael Reilly
Susan Williams

COMMITTEE MEMBERS ABSENT

None

VFSB MEMBERS PRESENT

Kenneth Brown
J. Chris Kollman

AGENCY MEMBERS PRESENT

Russ Chandler
Teresa Duncan
Buddy Hyde
Nausheen Khan
Christy King
Christine Lopilato
Billy Shelton

GUESTS PRESENT

None

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 2006 meeting. With no changes being made, the February, 24 2006 meeting minutes were approved.

CHANGES TO THE AGENDA

Unfinished Business: None

New Business: None

PUBLIC COMMENTS

A question was asked about whether or not a grant was received about public education. The agency responded that the position for public education and outreach has yet to be filled because a qualified applicant pool has yet to be seen. This position will be P14 and be multi-faceted.

COMMENTS FROM THE VDFP LIAISON AND THE VIRGINIA FIRE MARSHAL ACADEMY

VDFP Liaison Report

Enclosure – 1. Crosswalk Conversion

1. The agency has registered 22, 529 certifications with the National Board of Fire Service Professional Qualifications (NBFSPQ) since the inception in July 2005.
2. The Committee on Accreditation for the NBFSPQ is scheduled to visit the Commonwealth of Virginia for our re-accreditation during the next two months. VDFP has 22 accredited programs with the addition of Public Life Safety Educator.
3. The Virginia Fire Marshal Academy has two new staffers, Naomi Mottley and Danielle Keeton. Both are uniquely qualified to meet the requirements of the stakeholders.
4. Russ Chandler has recently returned from the National Fire Protection Association Meeting on NFPA Standard 1037, Fire Marshal. Russ will provide more on the details soon.
5. Christy King has also completed another chapter in the Fire Prevention and Control Document; Christy will provide you additional information on the specifics.
6. The Agency has solidified an agreement with the VCCS Fire Science Program Chairs to crosswalk program between VDFP and VCCS Courses. In addition, we are collectively exploring standardizing the textbooks and stocking textbooks in the VDFP Bookstore.

7. The High School Firefighters Program through the Virginia Department of Education has met to explore officially the dual enrollment program with VCCS for students in the firefighter and hazardous materials programs. More will follow as the initiative develops.

Topic: Fire Prevention & Control Document

Enclosure – 2. Draft of Fire Prevention & Control Document

Motion: None

Discussion: The Draft of the Fire Prevention & Control Plan was given to committee members. It was reported that the 2005 statistics had yet to be closed out, and that 2004 data will easily be extracted. The Policy, Planning and Legislative Affairs Manager reported the status on the document and communicated that although the Fire Research Analyst has resigned, her efforts have been significant in helping to develop a firm base from which to work with.

Vote: None

Action: None

Virginia Fire Marshal Academy Report

The 1037 meeting in Atlanta was very successful and only 2 public comments on 1037 were expressed.

Richmond had $\frac{3}{4}$ of a million dollars to use on inspector level I for lieutenants and level II for captains and CWC for all firefighters. The Fire Marshal Academy liaison expressed that it would be wonderful to have every department in Virginia require all firefighters to possess at the very least, 'Communicating With Children' certification for educational purposes.

Environmental Crimes was also discussed as it has been very successful and a 50 thousand dollar grant has been received to expand training in this area.

A question was asked about whether or not enough Press coverage is being utilized. The agency responded that this is truly important and with the communications shop undergoing turnover, it will be a slow moving process.

COMMENTS FROM THE COMMITTEE CHAIR

The Committee Chair had no comments. The agency reported that the VFIRS and ATL applications will be included in the ATL packet which will go out in June.

REPORT FROM THE CODE CHANGE AND SUBDEVELOPMENT COMMITTEE

It was reported that the next meeting for the Code Change and Sub-development Committee will be on May 22nd-24th in VA Beach.

Topic: School Fire Drills

Enclosure – 3. DHCD Regulatory Change Form

Enclosure – 4. Senate Bill 97 – An Act to limit the frequency of school fire drills during Standards of Learning assessments

Motion: Approve the changes noted in Chapter 164 (freq of school fire drills during SOL testing) so it pertains to Ch.9 of Title 27, and bring it to the full board for approval and upon endorsement direct the BHCD representative to the Board bring it to the BHCD meeting on May 19.

Discussion: Discussion ensued regarding the bill, School Fire Drills during Standards of Learning Assessments.

Vote: Motion carried

Action: Send to Full Board for approval

UNFINISHED BUSINESS

None

NEW BUSINESS

Topic: Sprinkler System

Motion: None

Discussion: The insurance representative mentioned the possibility of being able to gather statistics to show the severity of fire damage to those homes with sprinkler systems versus those with not.

Vote: None

Action: None

ADJOURNMENT

The Committee adjourned at 2:15pm

Clerk of the Committee
Nausheen I. Khan

REVIEWED BY:

Billy Shelton, VDFP Liaison

Date

Enclosures:

1. – Crosswalk Conversion
2. – Draft of Fire Prevention & Control Document
3. – DHCD Regulatory Change Form
4. – Senate Bill 97 – An Act to limit the frequency of school fire drills during Standards of Learning assessments

DRAFT

**VIRGINIA FIRE SERVICES BOARD
Administration, Policy and Finance
April 20th, 2006**

A regular meeting of the Committee on Administration, Policy and Finance was held at the Chincoteague Volunteer Fire Co. in Chincoteague Island at 2:30pm. Mr. Thomas Fuqua served as Chair.

COMMITTEE MEMBERS PRESENT

Thomas Fuqua – Chair
Floyd Greene
J. Chris Kollman
Dennis Mitchell

COMMITTEE MEMBERS ABSENT

Carl Garrison
Lora Sharkey

VFSB MEMBERS PRESENT

Ken Brown
Michael Reilly

AGENCY MEMBERS PRESENT

Buddy Hyde
Nausheen Khan
Christy King – Policy Liaison
Christine Lopilato – Budget Liaison
Billy Shelton

GUESTS PRESENT

None

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 2006 meeting. With no changes being made, the February 24, 2006 meeting minutes were approved.

CHANGES TO THE AGENDA

Unfinished Business: Item A to be discussed at the Full Board Meeting

New Business:

A. ATL

PUBLIC COMMENTS

None

COMMENTS FROM THE VDFP LIAISON & BUDGET LIASION

Enclosure 1. – 2006 VA General Assembly Legislative Tracking Report

The status on House and Senate bills possibly affecting the fire service was given. It was reported that the Agency Board Bill (SB498) was passed and signed by the Governor. HB1490 was successful in getting the 'Grandfather Clause' passed; however, the budget has not yet been approved.

The VA Firefighter Memorial Service will take place on June 3rd at 12 noon. It was reported that there were 3 line-of-duty deaths, and since the Communication and Public Affairs shop is not fully staffed, the Policy, Planning, & Legislative Affairs shop will handle the logistics of the event.

It was reported that the Agency Live Burn will take place on May 23rd and the Board is invited to come participate in the festivities.

Enclosure 2. – FY2005 and FY2006 Fire Programs Fund Aid to Localities Payments

Enclosure 3. – Aid to Localities FY2006 Allocations

Enclosure 4. – FY2006 Burn Building Grants Budgeted Obligations: Spending Plan and Cash Availability

Enclosure 5. – FY2006 Training Mini Grants Budgeted Obligations and Cash Availability

The Grant and Local Aid Manager, Christine Lopilato, administered the Budget Report and reported a significant trend, in that Grayson County has forfeited their FY05 ATL funds, are in danger of forfeiting their FY06 allocations. Also, it was mentioned that the next ATL Disbursement will take place on June 23rd.

It was requested to transfer 5 thousand dollars from one budget to another but the grants manager expressed that from a fiscal perspective, it is not common to transfer funds towards the end of the fiscal year.

It was asked if it would be possible to request a funding report on a specific line item (40001). It was explained that the budget is in deficit because the clerk's salary has come out of that line item and there should have been a board expense increase for that budget. Discussion ensued about board and operating

expenses and where the line is drawn about when to put expenses under the Board's budget. It was also clarified that unencumbered funds get carried over to following fiscal year.

A question was asked about the Emergency Fund and in response it was reported that technically, the fund does not exist because there are no dollars in that budget. However, it is listed on the website because the Department of Planning and Budget is in the process of removing that fund from the VDFP budget.

COMMENTS FROM THE COMMITTEE CHAIR

The Committee Chair expressed his concern for the many challenges that the Board faces with the term expiration of some very experienced board members. He; however, feels that the board can move forward and continue a very successful period.

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE EDUCATION AND TRAINING

None

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE PREVENTION AND CONTROL

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Topic: Annual Spending Plan

Motion: None

Discussion: The Committee Chair announced that during the Full Board meeting, he will appoint a 3 person committee for Exhibit A issues.

Vote: None

Action: None

Topic: ATL Minimums

Motion: None

Discussion: It was reported that the ATL Bill was passed and signed and will go into effect on July 1st, 2006. By the June meeting, the SCC transfer amount should be known. Once the minimums are known, the percent increase can be calculated. Discussion ensued regarding ATL.

Vote: None

Action: None

ADJOURNMENT

The Committee adjourned at 3:45pm

Clerk of the Committee
Nausheen I. Khan

REVIEWED BY:

Christy King
Policy, Planning & Legislative Affairs Manager

Date

Christine Lopilato, Grant & Local Aid Manager

Date

Enclosures:

1. – 2006 VA General Assembly Legislative Tracking Report
2. – FY2005 and FY2006 Fire Programs Fund Aid to Localities Payments
3. – Aid to Localities FY2006 Allocations
4. – FY2006 Burn Building Grants Budgeted Obligations: Spending Plan and Cash Availability
5. – FY2006 Training Mini Grants Budgeted Obligations and Cash Availability