

VIRGINIA FIRE SERVICES BOARD
Fire Education and Training Committee
October 18, 2007

A regular meeting of the Committee on Fire Education and Training was held at the Roanoke County Fire & EMS Training Center in Roanoke, VA at 8:00 am. Mr. Richard E. Burch Jr. served as Chair.

COMMITTEE MEMBERS PRESENT

Kenneth Brown
Ken Jones
Tom Moffett
Richard E. Burch Jr. - Chair
Thomas Fuqua

COMMITTEE MEMBERS ABSENT

Gary Eads

VFSB MEMBERS PRESENT

Dennis Mitchell
Chris Kollman
Mike Reilly

AGENCY MEMBERS PRESENT

Teresa Duncan
Christine Lopilato
Billy Shelton
Brook Pittinger
David Jolly
Larry McAndrews
Don Hansen
Dennis Price
Melvin Byrne

GUESTS PRESENT

Jim Eicholtz – WHP Training Towers
Bruce Crow – Augusta County
Hampton R. Junior – VDEM
Darryl Sexton – Roanoke County Fire and EMS
Willie Howlett - VFCA

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 August 2007 meeting. With no changes to the minutes, the August 15, 2007 meeting minutes were approved.

CHANGES IN THE AGENDA

Unfinished Business:

- A. Class Size Minimums for VDFP Courses – VDFP Staff
- B. Update on studies for localities - VFBSB
- C. Mobile MAZE discussion – VFBSB
- D. Clarification on ICS 300 and 400 - VFBSB

New Business:

- A. Fire Officer IV – VDFP Staff
- B. Fire Officer Academy – VFCA
- C. Strategic Planning update – VFBSB
- D. Driver Trainer Simulator – VFBSB
- E. Maintenance of master fire department training record - VFBSB
- F. Instructor 2 – VDFP Staff

PUBLIC COMMENTS

Hampton H. Hart, Jr., VDEM, is the newly appointed director of training for VDEM in the Roanoke region. Mr. Junior reached out to the VFBSB to work in conjunction with VDEM to determine the training and exercise needs of the fire services.

Bruce Crow, Augusta County, provided a photograph to show the newly completed burn prop in Augusta County. Chief Crow thanked the Training & Education committee for their support of the Augusta County burn building.

John Chandler, Roanoke County Administrator, welcomed the VFBSB to the regional training center and thanked the Board for their hard work.

COMMENTS FROM THE VDFP LIAISON Branch Chief of Training & Operations

Training and Technical Services Branch and the Operations Branch continue to be very busy. Besides classes and testing *the agency is currently is finishing another adjunct hiring process. We will be conducting interviews and evaluating presentations on December 8th at the Glen Allen Offices.*

The agency has signed an MOA with DHRM to participate in the Learning Management System (LMS) or the Knowledge Center.

The Knowledge Center™ is a dynamic online learning and knowledge management infrastructure that integrates:

- courseware delivery
- administrative documentation
- knowledge mapping
- collaboration tools
- knowledge capture
- performance management

This system is similar to Blackboard but at a fraction of the cost. The cost structure is based on the number of full time employees with VDFP; it does not require a charge for firefighters that are using the system to take a VDFP training course.

VDFP instructors will be selected to join the on-line training instructor cadre to pilot the on-line training system.

The following programs are currently under development:

- Fire Officer 1 – 1st pilot beginning in Northern Virginia
- Fire Officer IV – presentation to the VFSB by Don Hansen and Melvin Byrne
- Fire Instructor II – presentation to the VFSB
- Fire Instructor III – beginning initial meeting next week
- Hazmat Awareness & Operations – coordinated effort with VDEM
- Driver Pump Operator – pilots to begin
- Swift Water Rescue Awareness & Operations – under pilot (scheduled Crater Regional Fire School – cancelled due to 6 students enrolled)
- Mayday Firefighter Down Update – meeting scheduled for next Monday
- Confine Space Technician – pilots are complete December presentation to the VFSB
- Trench Rescue - pilots are complete December presentation to the VFSB
- ICS- 300 Planning Bridge Pilot was conducted on Tuesday at the Hazardous Materials Conference in Hampton. Initial feedback was positive.
- VFIS – meeting being put together with Stakeholders Group to put in the Virginia specific items to the Safe Arrival Program. Looking at January 2008 delivery date.

The following are upcoming VDFP events.

Division 1:

- 4th Annual Crater Regional Fire School on October 20 & 21, 2007.

Division 2:

- Winchester Regional Fire & Rescue School, October 27 & 28 at the Dowell J Howard Vocational Technical School, 156 Dowell J Circle, Winchester, VA

Division 4:

- Galax Regional Fire School October 27 & 28 to be held at the Galax Fire Department.

HTR SPECIALIST TESTING TRAINING SESSION:

- The Virginia Department of Fire Programs is pleased to announce that testing for Heavy and Technical Rescue Specialist will be held December 7, 8 and 9, 2007 in Prince William County.

VDEM/VDFP STAKEHOLDER SUMMIT is going to be held on Thursday, November 1, 2007 at the Hampton Holiday Inn.

2007 EQUITY/DIVERSITY CONFERENCE

- Will be November 2– 4, 2007 at the Hampton Holiday Inn, 1815 West Mercury Boulevard Hampton, VA 23666.

Pipeline Emergency Response Training will be held on November 8, 2007 in Radford. There will be a free dinner and those interested can register at www.safetycommsolutions.com.

Enhancing Grant Writing Skills for the Assistance to Firefighters Grant Program will be held at the Richmond Fire Training Center. The event is sponsored by FEMA and takes place on November 16th. This is an all day program.

Effective immediately the National Fire Academy will no longer require social security numbers on applications. To attend any National Fire Academy classes as of October 1, ICS 100 and ICS 200 are pre-requisite requirements. The agency will be following the new NFA Policy.

2007 Adjunct and Instructor In-service dates announced:

- Division 2 - October 27 at the Winchester Regional Fire & Rescue School at the Dowell J Howard Vocational Technical School, 156 Dowell J Circle Winchester, VA at 0900
- Division 4 - November 3 at the Abingdon Volunteer Fire Department, 316 Park Street, Abingdon, Virginia 24210 at 0900

- Fire Marshall Academy - November 9, 2007 at Camp Pendleton, Virginia Beach at 0900
- Division 3 - December 15, 2007 Division 3 Office at 124 N. South Street, Farmville Virginia at 0900
- On September 25th the VDFP Division Chiefs met in Richmond and discussed and approved the Administrative Guidelines for the Fire Officer IV Program. The group also discussed and agreed on minimum and maximum student numbers for class sizes. The Division Chiefs were concerned in lowering the minimums.

Discussion was held whether the current regional school format is still an effective training format. It was suggested to revise the current regional school format/structure to ensure it meets the interest of both new and tenured fire fighters.

After the last VFSB meeting, Larry put together a slide for the Instructor In-service called "VDFP Costs of Conducting Business Today!"

The slide includes the following information:

Today there is no longer a non-funded class when certification and testing are involved.

The following are "hidden costs" that are not reported:

Total Certifications Issued per fiscal year	13,275
Cost per certificate (\$6.50 ea.)	\$86,287.50
Compliance Officer Cost	Avg. \$240
FF1 & 2 Classes (approx 233)	\$55,920.00
Test Site Supervisors:	
FF1 Classes (approx 138; cost per class \$248)	\$34,224.00

Test Site Supervisors are also used for the following classes:

- FFII,
- Hazmat Operations,
- Instructor I and Instructor II

Discussion was held on including OPTICON training in the VFIS Safe Arrival driving program.

COMMENTS FROM THE COMMITTEE CHAIR

The committee chair yields his comments to allow the committee to complete the agenda items.

UNFINISHED BUSINESS

Topic: Class Size Minimums for VDFP Courses – Enclosure 1 & 2

Motion: Accept revised class size minimums for implementation for VDFP training programs.

Discussion:

Larry McAndrews and Dave Jolly provided the committee with an excel sheet for VDFP offered certification and attendance courses. The sheets contained information on the VDFP Program Manager and the proposed class size minimum and class maximums for certification and attendance courses (Enclosure 1 & 2 respectively).

Discussion was held on Communicating with Children. It was questioned why 10 students was chosen as the class size minimums over a smaller number, for example 5, as the class size minimums. Ken Brown questioned whether VDFP suggested class size minimums were based on costs and if so, that is something the committee needs to examine to determine if they help resolve.

The committee went through each recommendation and the following courses were discussed (courses not listed/covered below were accepted as is for the minimum class sizes):

Certification Courses:

- Hazardous Material Awareness – the class size minimum reduced to 6.

Attendance Courses:

- Communicating with Children - the class size minimum reduced to 6.
- Environmental Crimes Awareness - the class size minimum reduced to 6.
- I-200 – VDFP will review and provide revised class size minimum after review.
- NFIRS - VDFP will review and provide revised class size minimum after review.
- Rope Rescue Awareness - the class size minimum reduced to 6.
- Trench Awareness - the class size minimum reduced to 6.
- Water Rescue Awareness - the class size minimum reduced to 6.

Vote: Unanimous

Action: VDFP will implement the new class size minimums and will report back to the committee in 6 months. VDFP will provide the committee with a report for the first 6 months of the 2008 fiscal year to show how the class size minimums are affecting cancellation rates.

Topic: Update on studies for localities

Motion: NA

Discussion:

Rick Burch provided an update on the work being done to revise the fire and EMS studies. The subcommittee is working with Management Advisory Group, Inc. (MAG). The first meeting was in October 2007 and the next meeting is 11/30/07. At the next meeting the subcommittee will review the questions being developed for the pre-survey questionnaire. All meetings will be at the VDFP Glen Allen head quarter office.

Vote: NA

Action: NA

Topic: Mobile MAZE discussion

Motion: NA

Discussion:

Ken Jones will make packages for each Board member that contains information on the mobile MAZE costs, etc and will provide a copy to each board member. Discussion of the Mobile MAZE trailers was tabled until the December 2007 Board meeting.

Vote: NA

Action: NA

Topic: Clarification on ICS 300 and 400

Motion: NA

Discussion:

Ken Jones asked if further clarification has been provided on the ICS 300 and 400 courses.

Billy Shelton stated that VDFP is working with VDEM to align both agencies curriculum. He also stated that VDFP has aligned the agency's programs with the NWCG program. VDFP will provide the committee with any updates as they are received by the agency.

Vote: NA

Action: NA

NEW BUSINESS

Topic: Fire Officer IV – Enclosure 3

Motion: NA

Discussion:

Don Hansen and Melvin Byrne, VDFP, provided the committee with a presentation on the new Fire Officer 4 program (copy of presentation – Enclosure 3).

Darryl Sexton, Roanoke County Fire and EMS, informed the committee that having taken the program he felt it was very well developed and a strong educational program.

The committee members were given a copy of the Fire Officer IV curriculum and will review the contents and make a formal vote at the December 2007 board meeting (Augusta County).

Vote: NA

Action: NA

Topic: Fire Officer Academy – Enclosure 4

Motion: For the VFSB to co-sponsor the VA Fire Officer Academy in the form of conference and education assistances for up to \$10,000.

Discussion:

Willie Howlett, VFCA, provided the committee with a presentation on the Virginia Fire Officers Academy.

The VFCA requested financial support of the 2008 Virginia Fire Officers Academy in the amount of \$10,000.

Tommy Fuqua asked if there was a fee charged to attend the academy. Willie Howlett indicated that there is currently no fee to attend the academy because they are trying to keep it open to all those interested in attending.

The next academy will be June 20 – 25, 2008 at the University of Richmond.

Vote: Unanimous

Action: To take the motion to the Finance, Policy and Administration committee

Topic: Strategic Planning update

Motion: NA

Discussion:

Rick Burch stated that the Training & Education committee developed specific goals for the committee at the October Strategic Planning Session. The following goals were established:

- 1) Develop survey instrument for all customers to determine training needs;
- 2) Ensure courses are delivered the same throughout the Commonwealth;
- 3) Quality Assurance of instructor course delivery and methods;
- 4) Maintaining national accreditation approval (VDFP – Pro Board);
- 5) Establish recognition program for departments that meet training standards (no program has yet been developed).

Vote: NA

Action: NA

Topic: Driver Trainer Simulator

Motion: NA

Discussion:

Ken Jones will make packages for each Board member that contains information on the driver trainer simulators costs, etc and will provide a copy to each board member. Discussion of the driver trainer simulators was tabled until the December 2007 Board meeting.

Vote: NA

Action: NA

Topic: Maintenance of master fire department training record

Motion: NA

Discussion:

Ken Jones requested that VDFP establish a POC that can be used to update FSTRS records quarterly. It was suggested that the process is done on-line.

Vote: NA

Action: NA

Topic: Instructor 2 – Enclosure 5

Motion: NA

Discussion:

Dave Jolly provided the committee with a presentation on the Instructor II program (copy of program – Enclosure 5).

The committee was given a copy of the curriculum package and can forward questions to Dave Jolly as they have questions.

Vote: NA

Action: The committee will review (vote and approve/disapprove) the Instructor 2 curriculum at the December 2007 meeting in Augusta County.

ADJOURNMENT

The Committee adjourned at 11:35 pm

Clerk of the Committee
Brook M. Pittinger

REVIEWED BY:

Larry D. McAndrews

10/23/2007

Larry McAndrews, VDFP Liaison

Date

Enclosures:

1. Certification class size minimums and maximums
2. Attendance class size minimums and maximums
3. Fire Officer IV PowerPoint presentation
4. Fire Officer Academy PowerPoint Presentation
5. Instructor II PowerPoint Presentation

APPROVED

**VIRGINIA FIRE SERVICES BOARD
Fire Prevention and Control Committee
October 18, 2007**

A regular meeting of the Committee on Fire Prevention and Control was held at the Roanoke County Fire and EMS Training Center in Roanoke, VA at 11:40 am. Mr. Michael Reilly served as Chair.

COMMITTEE MEMBERS PRESENT

Ed Altizer
Dennis Mitchell
Michael Reilly -Chair
Barbara Hamm
Brian Mullins

COMMITTEE MEMBERS ABSENT

Carl Garrison
Insurance Industry Board Member – position vacant

VFSB MEMBERS PRESENT

Bill Kyger
Ken Jones
Tom Moffett
Ken Brown

AGENCY MEMBERS PRESENT

Dave Jolly
Bobby Bailey
Teresa Duncan
Brook Pittinger
Christine Lopilato
Billy Shelton

GUESTS PRESENT

Claude Hutton – SFMO
Scott Branscomk – SFMO
Bruce Crow – Augusta County

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The Chair asked if there were any additions and/or corrections to the minutes of the August 2007 meeting. With no changes to the minutes, the August 15, 2007 meeting minutes were approved.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ROLL CALL

CHANGES TO THE AGENDA

Unfinished Business:

- A. Fire Prevention and Control Document Status
- B. Carbon Monoxide grant program

New Business:

None

PUBLIC COMMENTS

Claude Hutton and Scott Branscomk from the Roanoke Region State Fire Marshal's Office were recognized by Ed Altizer.

Ken Brown asked if VDFP can be the repository of information for public life safety educators. Billy Shelton said that the agency would be happy to function as an information repository for the fire services.

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

Training Update:

Pro-Board

- 22 Pro-Board Accredited Courses
 - 37,945 Pro-Board registrations as of 10/09/07
- 53 Programs total

ACE Accreditation:

- 20 VDFP programs and 8 NFA courses

VFIRS Update: "Fighting fires with facts"

Participation in VFIRS

- 81% of Virginia's Fire Departments are reporting via VFIRS (92% of the population)

Calls:

- Total Fire calls= 19,786 (6.16% of total calls)
- Rescues Calls = 202,272 (62.98% of total calls)
- HAZMAT Calls = 17,259 (5.37%)
- Total False calls = 27,680 (8.62%)
- Total Calls = 321,161

Dollar Figures:

- Total Fire Dollar Loss is \$345.4 M; Total Dollar Loss \$358.2M

VFMA Report:

- A 1031 school will begin in November 2007.
- With the cancellation of the Henry County 1031 and merging the Marion school, the VFMA used funding from the Henry County class and funded two 1035 classes that will begin in less than 2 weeks.
- There will be a 1035 class held in Caroline County and one in Arlington. Both classes are almost full.
- An environmental crimes class will begin in December in Norfolk. The class is almost full and Steve Delisi will be the lead for this.
- The 1033 Law Enforcement class is just about half way completed and the students in this class are particularly energetic and very enthusiastic about the class. The group is the best that I have seen in many years. They have just completed firearms and 'shoot don't shoot' scenarios. Additionally, the mentoring from the instructor cadre has been outstanding. Our thanks to all that have allowed there employees to participate in this school.
- The burn cells for the future appear to be available as both mobile and stationary props. The mobile units have been priced at around 90K to 120K and they would be built by FireBlast out of Oklahoma. With these units, the VFMA could do everything at a local training center and dispose of all the class A combustibles at a landfill. A final report with more concrete price estimates and logistics will be prepared for the December 2007 committee meeting.
- The VFMA is in the process of working out details needed to use the Barrett Learning Center in Hanover. The center has been abandoned for over a year, with the only use by corrections for their in-service training of guards. It has several classroom buildings and a gym. Also on the property are multiple cottages, which would save jurisdictions on motel room fees. Generators are on site for all the rooms and most all types of training could take place at this location as the location offers classroom settings. It is recommended that all future VFMA courses could occur at this location.

COMMENTS FROM THE VDFP LIAISON Grants and Local Aid Manager

Christine Lopilato provided the following information:

Topic: VFIRS Grant Program – Enclosure 1

Motion: Additional funding of the VFIRS Grant program at \$26,000.

Discussion:

Christine reviewed the application packet for the VFIRS Hardware Grant applications received by VDFP – Enclosure 1.

- FY08 Application deadline was August 31, 2007;
- Received 30 applications, 1 disqualified for improper certification.

Vote: Unanimous

Action: To move the motion forward to the Policy, Administration and Finance committee.

Topic: Training Mini-Grants – Enclosure 2

Motion: NA

Discussion:

Christine reviewed the application packet for the Training Mini Grant applications received by VDFP – Enclosure 2.

- FY08 Application deadline was September 30, 2007;
- Received 51 applications for total funding requests of over \$361,042:
 - 1 application was disqualified for improper certification;
 - 2 were disqualified for late postmarking;
 - The Committee will meet on 11/27/2007 at 1000 at the VDFP HQ office in Glen Allen, VA to review the eligible applications.

Vote: NA

Action: The Committee will meet on 11/27/2007 at 1000 at the VDFP HQ office in Glen Allen, VA to review the eligible applications.

COMMENTS FROM THE COMMITTEE CHAIR

There were no comments made by the committee chair.

REPORT FROM THE CODE CHANGE AND DEVELOPMENT SUB-COMMITTEE

A copy of the September 26, 2007 VFSB Code Subcommittee minutes are available on Commonwealth Calendar.

Dennis Mitchell provided the following information:

Wildland Interface Code – no update at this time.

Urban Interface Code – the form the study group had was outdated, when the updated form came in several issues were reworked and everything should be fine.

Dennis Mitchell state that there are very small issues in the 2006 proposed fire code. Dennis Mitchell also stated that the issues are being worked out and the next Board of Housing Board meeting is 11/5/07. There will be a Codes and Standards meeting also on 11/5/07 at 0930.

Mike Reilly stated that it his goal to bring the VFSB and DHCD boards together so that they can work together on code development.

Ed Altizer commented on the need to develop a pyrotechnic certification program. This needs is a result of the quantity of firework shows that are occurring around the Commonwealth.

Ed Altizer also commented on the need to revise the existing code for bed and breakfasts and out patient surgery centers in the Commonwealth.

Brian Mullins commented that DHCD is researching any miscommunication that may have occurred regarding the advertisement of the last Codes and Standards meeting. The DHCD board will be voting on all current issues at their meeting on 12/10/07.

REPORT FROM THE DEPARTMENT OF FORESTRY

There was no report provided by the Department of Forestry. However, it was noted that a burn ban will be enacted for all open air burning that begins Friday, 10/19/07.

UNFINISHED BUSINESS

Topic: Fire Prevention & Control Document update

Motion: NA

Discussion:

Russ Chandler is sending out all changes to those interested and the committee. The next meeting is on Wednesday, 12/12/07 in Augusta County.

Vote: NA

Action: NA

Topic: Carbon Monoxide grant program updated

Motion: NA

Discussion:

Mike Reilly noted that all 5800 carbon monoxide detectors have been distributed by VDFP and Mike Reilly thanked staff, particularly Mark Buff, for their hard work in making this grant program successful.

Vote: NA

Action: NA

NEW BUSINESS

There was no new business discussed.

ADJOURNMENT

The Committee adjourned at 1:04 pm

Clerk of the Committee
Brook M. Pittinger

REVIEWED BY:

Russell K. Chandler

Dave Jolly on behalf of Russ Chandler, VDFP Liaison

10/23/2007
Date

Enclosures:

1. Enclosure 1 – VFIRS Applications
2. Enclosure 2 – Training Mini Grants.

VIRGINIA FIRE SERVICES BOARD
Administration, Policy and Finance
October 18, 2007

A regular meeting of the Committee on Administration, Policy and Finance was held at the Roanoke Regional Training Center in Roanoke, Virginia at 1:30 pm. Mr. Dennis Mitchell served as chair.

COMMITTEE MEMBERS PRESENT

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

COMMITTEE MEMBERS ABSENT

Gary Eads

VFSB MEMBERS PRESENT

Tom Moffett
Ken Jones
Tommy Fuqua

AGENCY MEMBERS PRESENT

Billy Shelton
Teresa Duncan
Christine Lopilato
Brook Pittinger
Don Hansen

GUESTS PRESENT

Willie Howlett - VFCA
Bruce Crow – Augusta County
Rebecca Carter – Buckingham County
William Crumpaker – Bedford City
John Prillamen – Salem Fire-EMS
Teddy Adkins – City of Roanoke
Michael Pruitt – Franklin County
Daryell Sexton – Roanoke County Fire & EMS

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The Chair asked if there were any additions and/or corrections to the minutes from the August 2007 meeting. With no changes to the minutes the August 15, 2007 meeting minutes were approved.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ROLL CALL

CHANGES IN AGENDA

Unfinished Business:

- A. Bedford City Burn Building update

New Business:

- A. Update on VFSB Strategic Planning Session – VFSB Member
- B. Roanoke County New Construction Burn Building Application
- C. Discussion of Procedures & Requirements for the Governor's Fire Services Awards

PUBLIC COMMENTS

Bruce Crow, Augusta County, provided the committee with a copy of their Augusta County burn prop and thanked the VFSB and VDFP staff for their assistances on their burn building.

REPORT BY THE VDFP LIAISON VDFP Branch Chief of Administration and Support

Teresa Duncan provided the following report:

Human Resource Management

- We have filled the following positions:
 - Fusion Center Analyst – John Fugman began his new position on October 1st.
 - FSTRS Programmer – Mike Dileo has accepted and will begin officially October 25th. Mike was the contractual programmer that has been working with FSTRS.
- We have vacancies we are advertising. They are:
 - Logistics Coordinator – recruitment will post on Monday; recruitment will end November 2nd
 - Equipment Maintainer – recruitment ends October 24th – 2nd recruitment.
 - VFIRS Administrative Assistant – reviewing EWP
 - Fire & Life Safety Coordinator – reviewing EWP; should be posting next week with a recruitment that would end in two weeks
 - Training & Technical Services Administrative Assistant – re-advertisement; recruitment to end in two weeks.
 - Division 1 Administrative Assistant – waiting approval from Secretary of Public Safety

- Fiscal Technician – just turned in resignation for a full time position prior to our leaving for this meeting.
- We are currently conducting interviews to fill the following positions:
 - VFSB Board Clerk – interviews held October 11th; decision pending
 - Grants & ATL Manager – interviews to be week of November 5th.

IT/ VFIRS

- Reports that will be distributed at Full Board meeting on Friday are as follows:
 - Summary by Incident Type CY 2007 as of 10/11/2007
 - Residential Structure Fire Causes CY 2007 as of 10/11/2007
- A VFIRS informational presentation will be given by Marion Long at the full board meeting on Friday.
- Servers have been replaced in all 7 division offices as follows:
Last installation was Tuesday. This move was made to improve speed of IT network as well as improve FSTRS service
- WAN disconnection tests were run on all new servers and all adjustments completed where necessary.
- Risk Assessment – first deadline is October 16th. Letters will be mailed out to those that have not responded with a second deadline. Also on the website there are two reports that list the localities that have not responded by FID number and alphabetical listing. October 16 we were at 35.8 percent.

Marketing & Communications

- Fire Corps project – presentation at the Board meeting on Friday.
- Agency customer surveys were emailed to random participants that were chosen from the FSTRS data base. This survey asked numerous questions in regards to training needs. Cut off for the survey was October 3, 2007. Results from the survey will be used as a tool for the agency's strategic planning session in November. Response rate in the upper 20 percent.
- Mark had an exhibitor's booth at the State Fair of Virginia which was held September 27th through October 7th.
- An exhibitor booth representing the Board and the agency was available at the Mid-Atlantic Fire Commissioner's Conference September 27th – 29th
- An exhibitor booth representing the agency will be at the Haz Mat conference this week in Hampton.

Policy & Legislation

- Legislation that VDFP is seeking and have approval from the Secretary of Public Safety's office to move forward is a change to the Code of Virginia

§ 38.2-401, Fire Programs Fund (the Fund). The change would increase the money collected from the five lines of insurance (fire insurance, miscellaneous property insurance, marine insurance, homeowners and farm owners insurance) from 1% to 1.5%. The new Fire Programs Fund distribution, from 1% to 1.5%, would keep the percentage allocation at 75%/25% split.

- The next VDEM/ VDFP Stakeholders Meeting will be November 1st in Hampton. This will be in conjunction with the 2007 Equity Diversity Conference held November 2 – 4 sponsored by Hampton Division of Fire & Rescue, Prince William County Dept of Fire & Rescue and VDFP.
- Agency strategic planning session will be held on November 13th & 14th at the Glen Allen office. Sherri Legat will be the facilitator for this event.

Procurement

- Public Procurement Forum 2007 – October 28th – 31st in Hampton.

Budget & Grants

- Accounts payables continue to receive 100-percent in their prompt pay actions. Kudos to Tara Glaspie and Andrea Peyton-Sharpe.
- Budget shortfall has resulted in a 5-percent reduction in all general funds. Few regulations that were imposed by the Secretary of Public Safety's office were as follows:
 - No out of state travel
 - All vacant positions must have prior approval by the Secretary to fill
 - All contracts for services needs to be approved by the Secretary
- VDFP has reduced its operating budget by approximately \$330,000. This reduction resulted in the following actions:
 - Not filling one Buyer Specialist position;
 - Not filling Public Affairs & Public Outreach Coordinator position;
 - Not purchasing (3) vehicles that would have replaced vehicles with 150,000 miles or more;
 - Mandatory telework for each manager of one day per week;
 - Various cost savings and efficiencies to be realized.

ARMICS – met the first deadline with the completion of the assessments and the proposed action plans. Phase Two must be completed by March 30, 2008 and will involve writing of all business processes.

REPORT BY THE VDFP LIAISON Grants & Local Aid Manager

The following information was reviewed by Christine Lopilato.

Budget Report

- ATL
 - FY07 ATL Disbursements – Enclosure 1
 - 99% funds disbursed – posted on www.vafire.com
 - 13 jurisdictions remaining (include list)
 - FY08 ATL Disbursements – Enclosure 2
 - 1Q08 disbursement made for \$13,263,732 – posted on www.vafire.com
 - Represents 68% of total FY07 funds, largest amount in VDFP history
 - Represents 60% of 324 localities (193 jurisdictions released)
 - ATL Expenses Reported (by jurisdictions) by Cost Categories and Percentages – Enclosure 3
- Burn Buildings
 - Cash Obligations and Availability as of September 30, 2007 – Enclosure 4
- Training Mini Grants – Enclosure 5
 - FY08 Application deadline of September 30, 2007
 - Received 51 applications for total funding requests of over \$361,042
 - 1 was disqualified for improper certification;
 - 2 were disqualified for late postmarking;
 - The evaluation panel will meet 11/27/07 at the VDFP head quarters office to review and rate the applications
 - Statement of Cash – Interest Account as of September 30, 2007 – Enclosure 7
- VFIRS Grants – Enclosure 6
 - FY08 Application deadline of August 31, 2007
 - Received 30 applications, 1 disqualified for improper certification
 - VFIRS Evaluation and Recommendation for Funding

Burn Building Report

- Burn Building report – Enclosure 8
- Engineer Update – Report from The Structures Group – Enclosure 9
- Localities making appearance and/or presentation:
 - Roanoke County – new application and presentation;
 - Bedford City – status update;
 - Franklin County – status update;
 - Montgomery County – status update;
 - Buckingham County – funding issues and time extension request (received original extension from Board at April 2007 to June 30, 2008 to ensure adequate time to complete project).

Topic: Emporia City Burn Building

Motion: Grant no cost 30 day time extension to the City of Emporia to complete their burn building project (new deadline 10/31/07).

Discussion:

Christine Lopilato stated that Emporia City is requesting a time extension through 10/31/07 and to build 15' apron using the funds not spent on A&E (approximately \$4000).

The committee determined that the A&E funds are not eligible for construction costs.

Christine Lopilato stated that any remaining funds from the renovations or A&E are required to be returned to VDFP.

Vote: Unanimous

Action: Carried

Topic: Buckingham County Burn Building

Motion: NA

Discussion:

Rebecca Carter, Buckingham County, addressed the committee and stated that they are building to Prototype 1 specs. They are requesting an additional time extension due to the costs of the proposals they have received. Buckingham County is going to re-solicit a bid for the project in hopes of receiving a lower bid.

Dennis Mitchell thanked Ms. Carter for coming to the committee prior to the time extension expiring.

Rick Burch recommended that Buckingham County attend the April committee meeting to request a time extension if they determine they are unable to meet the June 30, 2008 time extension.

Vote: NA

Action: NA

COMMENTS FROM THE BURN BUILDING SUBCOMMITTEE CHAIRMAN

Ken Brown provided the following information:

The committee discussed and agreed that the Burn Building Subcommittee will meet the day before (normally Wednesday) a regularly scheduled Board meeting in order to cover any issues concerning burn buildings. The subcommittee meetings will meet on an as-needed basis.

The subcommittee agreed that their function is developing recommendations and evaluating proposed recommendations for Full Board action as well as the administration of all Burn Building programs guidelines and policies.

There are currently 48 VFSB Board grant funded burn buildings (31 reviewed, 3 refused, and 14 under construction or recently completed).

The subcommittee requested a copy of the map which documents all burn buildings currently located throughout the Commonwealth (large size). TSG will provide a copy of the map to VDFP. It was recommended that the map be color coded to reflect the "status" of the burn building (new construction, repair, renovation, etc).

A copy of NFPA 1402 & 1403 will be provided to all Board members.

Topic: Temperature Monitoring Systems (TMS)

Motion: NA

Discussion:

Discussion was held as to the best method to enforce the temperature monitoring system and the importance of the temperature monitoring systems in burn props.

Discussion was held in which it was recommended that localities will need to provide a copy of temperature monitoring read outs for all burns conducted as part of a VDFP training course (applicable to funded, non-funded and reimbursable schools). Additionally, it was recommended that the Board and VDFP would notify localities that we would not fund live burn practical classes in any building which did not have a temperature monitoring system due to student safety concerns. This would effect both funded and non-funded classes due to the requirement that a 1403 compliance officer be present at all burns, thus we would not fund the compliance officer needed for the class.

Comments were made that all TSG reports need to include an implicit statement for when temperature monitors are missing. The statement must include that temperature monitors are mandatory to be in compliance with the requirements of the VFSB Burn Building grant program. The lack

of a TMS would also make a locality ineligible to receive any repair /renovation funds without including the installation of a TMS

It was recommended that the VFSB Grant policy cite NFPA 1403 to ensure it is referencing the current standard.

The question was raised, how does the Board ensure the requirements of NFPA 1403 are completed each year? It was suggested that in order to receive repair/renovations grants the locality must provide a report to the Board to show yearly NFPA 1403 compliance. If this occurs, the Burn Building Grant Policy must be revised to reflect this new yearly reporting requirement. (This is applicable to both Class A and B burn props.)

It was recommended that the Board should have a “drop dead” date for implementing the revised policy.

Vote: NA

Action: The subcommittee agreed to bring this idea to the Finance, Policy and Administration Committee at the October 2007 Board meeting.

Topic: Locality annual inspections

Motion: NA

Discussion:

Based on the discussion held on TMS it was determined that the localities are responsible for an annual inspection of their burn prop and a submission of an annual report.

Vote: NA

Action: The subcommittee agreed to bring this idea to the Finance, Policy and Administration Committee at the October 2007 Board meeting.

Topic: Grandfathering localities for new grant program standards

Motion: NA

Discussion:

It was determined that July 1, 2009 will be the date set for full compliance for all burn buildings.

Vote: NA

Action: The subcommittee agreed to bring this idea to the Finance, Policy and Administration Committee at the October 2007 Board meeting.

Topic: NFPA 1403 Signage – issues surrounding Class B buildings

Motion: NA

Discussion:

It was suggested that VDFP make and store signs (red stop sign) and localities purchase signage from VDFP. The signs would include the VDFP/VFSB logo and date stamp. This will eliminate any confusion currently surrounding the 1403 Signage issues. It was recommended that TSG would develop the sign template for VDFP/VFSB.

It was also suggested that the red stop sign could be removed when a locality fails to meet NFPA burn building requirements (i.e. monitoring system broken).

The rectangular signage will remain the responsibility of the locality, but would also be developed by TSG.

Mike Mathews will provide signage templates in the proto-type.

Vote: NA

Action: The subcommittee agreed to bring this idea to the Finance, Policy and Administration Committee at the October 2007 Board meeting.

Topic: Mandated Usage Manual for locality owners/operators

Motion: NA

Discussion:

Credentialing practice relative NFPA 1403.

Vote: NA

Action: NA

Topic: Revision of Prototype I for Class A and development of Prototype II for Class B

Motion: NA

Discussion:

Discussion was held regarding the need to have guidelines created for pre-fab burn buildings.

Christine Lopilato commented that the Board will need to allocate \$85,000 for TSG to develop the specs for Prototype I and II (fuel type A and B) building specs. It will take 12 weeks to complete the 3 sets of plans; however, the plans will be completed concurrently and are anticipated to be completed by February 2008. Will include specs for fixed operational TMS.

Discussion was held as to where the funding for this will come from; either the Burn Building grant fund (\$975,000) or the Interest Funds.

Vote: NA

Action: The subcommittee agreed to bring this idea to the Finance, Policy and Administration Committee at the October 2007 Board meeting.

Topic: Aligning burn building standards with Attachment B

Motion: NA

Discussion:

Vote: NA

Action: NA

Topic: Current market costs to construct new burn buildings

Motion: NA

Discussion:

Discussion was held regarding whether the Board could obtain a contract through DGS that sets the price for the materials required to construct a burn building. This would allow for a consistent cost of materials for burn building projects. It was noted by staff that this was not currently feasible.

TSG will include a cost estimate for each prototype that will be included with each design.

Vote: NA

Action: NA

Topic: Update Funding issues regarding projected renovation/repair costs – getting the targeted localities to submit applications ASAP.

Motion: NA

Discussion:

It was requested that TSG have the completed list of repair/renovation projects to VDFP (Christine Lopilato) by December 1, 2007 and the application for repair/renovation cost funding be set and application deadline will be February 15, 2008. The “drop dead” date for completing all repairs was proposed for July 2009.

Vote: NA

Action: NA

Topic: Need to make decision regarding sending duplicate copies of TSG’s reports (that VFSB currently has) directly to the locality for their review/reference.

Motion: NA

Discussion:

At the August 2007 meeting, the VFSB agreed to send the duplicate copy of the TSG report directly to the locality. VDFP will be responsible for mailing the copy to the locality.

Vote: NA

Action: NA

Topic: Change in VFSB Policy

Motion: NA

Discussion:

1) To require building plans for submission to VDFP for review if building plans deviate from Prototype 1.

It was suggested that a plan review fee be charged to those that want to deviate from Prototype 1. The plan review fee would be deducted from

the initial A&E \$30,000 grant funding for TSG to review the plans. Plan review fee would be the hourly charge for TSG to review building plans.

It was recommended that the plans be provided via electronic copy on a CD in order to receive \$30,000 A&E fee reimbursement. Additionally, building permits and plans must be submitted to VDFP prior to construction and no later than 12 months from date of award. A failure to submit permit and plans will result in forfeiture in grant funding.

- 2) To require VDFP Division Chiefs to inspect burn buildings at scheduled intervals during the construction process – aligned to 50%, 75% and 100% completion method that authorize release of grant funds.

It was recommended that requiring the locality to submit AIA/EJAC application certification of payment/certification of completion forms to VDFP each month will eliminate the need for the VDFP division chief to conduct burn building inspections. It was also suggested that TSG could conduct the burn building inspections rather than the VDFP Division Chiefs.

- 3) To address combination burn buildings that are both Class A and Class B buildings.

This will be resolved via item 1 of this topic.

Vote: NA

Action: The subcommittee agreed to bring this idea to the Finance, Policy and Administration Committee at the October 2007 Board meeting.

Topic: Burn Building Subcommittee report.

Motion: To accept the burn building subcommittee report

Discussion:

The committee concurred with the findings reported by the burn building subcommittee.

Vote: Unanimous

Action: Findings of the burn building subcommittee accepted.

Topic: Funding up to \$85,000 for TSG to develop Prototype I (Class A, Class B) and Prototype II (Class B).

Motion: To fund up to \$85,000 for TSG to revise Prototype I (Class A, Class B) and develop Prototype II (Class B) from the interest funds.

Discussion:

The committee concurred with the findings reported by the burn building subcommittee.

Vote: Unanimous

Action: Findings of the burn building subcommittee accepted.

COMMENTS FROM THE STRUCTURES GROUP, INC

Mike Matthews stated that the repair projects report was conducted and put together as one report in an effort to allow all localities an equal opportunity to apply for a repair grant (if needed).

Mike also added that each report is close to being done and it includes a remedial report that includes recommendations on how to fix the found problems.

Mike also noted that he reviewed the Buckingham County burn building specs and there is currently a fire suppression system included in the building, which is included in the cost of the burn building.

COMMENTS FROM THE COMMITTEE CHAIRMAN

Dennis Mitchell thanked Roanoke for their hospitality.

Dennis Mitchell officially appointed Bill Kyger as the parliamentarian for the committee.

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE EDUCATION AND TRAINING

Topic: Funding of the Fire Officer Academy sponsored by the VFCA

Motion: Recommend to table the Training & Education committee motion until the December 2007 meeting in Augusta County.

Discussion:

The Training & Education committee motion was: *For the VFSB to co-sponsor the VA Fire Officer Academy in the form of conference and education assistances programs for up to \$10,000.*

Willie Howlett, VFCA, provided the Training and Education committee with a presentation on the Virginia Fire Officers Academy.

The VFCA requested financial support of the 2008 Virginia Fire Officers Academy in the amount of \$10,000.

Tommy Fuqua asked if there was a fee charged to attend the academy. Willie Howlett indicated that there is currently no fee to attend the academy because they are trying to keep it open to all those interested in attending.

The next academy will be June 2008 at the University of Richmond.

Bill Kyger, committee parliamentarian, briefed the committee on the conflict of interest requirements that may preclude a committee member from voting or discussing this item.

Dennis Mitchell asked the committee members that have an affiliation to the VFCA to identify themselves. The following committee member's identified an affiliation to the VFCA:

- Rick Burch (member and past president) – stated he feels confident he can fairly and objectively discuss this item;
- Mike Reilly (member) - stated he feels confident he can fairly and objectively discuss this item;
- Ken Brown (member) - stated he feels confident he can fairly and objectively discuss this item.

It was determined that the conflict of interest is 'perceived only' and the committee members are able to fairly and objectively discuss this item.

Mike Reilly asked Mr. Howlett for a breakdown of how the funding will be spent. Mr. Howlett stated at this time he was unable to provide a complete cost break down of how the \$10,000 will be spent.

Dennis Mitchell stated that funding this event could create an issue for other stakeholder groups that wish to have their events sponsored. He stated that the committee needs to be cognizant of the funding choice the committee makes.

Vote: Unanimous

Action: Recommend to Full Board to table discussions in order to complete additional research and continue discussion at December 2007 Board meeting.

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE PREVENTION AND CONTROL

Topic: VFIRS Grant Program

Motion: To provide additional funding of the VFIRS Grant program up to \$26,000.

Discussion:

The Fire Prevention and Control committee motion was: *To provide additional funding of the VFIRS Grant program at \$26,000.*

The Prevention and Control committee motion was revised by the Administration, Policy and Finance committee to state: To provide additional funding of the VFIRS Grant program up to \$26,000.

During the Fire Prevention and Control committee meeting Christine Lopilato reviewed the application packet for the VFIRS Hardware Grant applications received by VDFP. The following information was reviewed:

- FY08 Application deadline was August 31, 2007;
- Received 30 applications, 1 disqualified for improper certification.

Vote: Unanimous

Action: To move the motion forward to the Full Board.

UNFINISHED BUSINESS

Topic: Bedford City Burn Building update

Motion: NA

Discussion:

Chief Crumpacker stated that the burn permit has been issued and that footers have been laid and they are now waiting for the concrete to be poured. They are still projecting to be completed by the end of 2007.

Vote: NA

Action: NA

NEW BUSINESS

Topic: Update on VFSB Strategic Planning Session

Motion: NA

Discussion:

Dennis Mitchell stated that the Board plans to have a finished strategic plan within the next few months. Once the strategic plan is done it will help the Board run more efficiently and provide a great road map for the Board.

Vote: NA

Action: NA

Topic: Roanoke County New Construction Burn Building Application – Enclosure 10

Motion: Fund Roanoke Regional burn building up to \$430,000 out of FY08 funds.

Discussion:

Darryl Sexton provided the committee with a presentation in which they requested funding for a new burn building through the VFSB burn building grant program (copy of the presentation – Enclosure 10).

Dennis Mitchell asked if grant funding was awarded when would the project start? Darryl Sexton stated that the county is prepared to begin the program as soon as the grant is awarded.

Bill Kyger noted that he would like to hear the repair project update from Mike Matthews, TSG, before voting on funding the Roanoke Regional burn building.

Bill Kyger noted that he would not be able to vote in favor of the Roanoke Regional burn building when the localities on the repair project report, provided by TSG, had not yet received a copy of the TSG inspection report. Bill would like to see the repair projects have an opportunity to apply for a repair/renovation grant before additional new burn building grants are awarded.

Brian Mullins stated that we would be in jeopardy of sacrificing Roanoke County's burn building if we chose not to fund it in lieu of waiting to see if the localities on the repair project report submit repair/renovation grants.

Mike Reilly asked when the Chase City burn building was condemned. Mike Matthews stated that the burn building was condemned in February 2007. Mike stated that the committee should not hold up the Roanoke County burn building program because Chase City has yet to apply for a grant to repair or replace their burn building.

Ken Brown stated that he felt there is sufficient funding available, for a sustained period of time, which would allow the Board to meet the grant requests of localities requesting burn building grants.

Bill Kyger stated that after the above discussion he feels more comfortable with the motion.

Vote: Unanimous

Action: To bring the motion forward to the Full VFSB meeting.

Topic: Governor's 2007 Fire Service Awards Policy and Procedures

Motion: To accept the changes to the Governor's 2007 Fire Service Awards eligibility requirements.

Discussion:

Dennis Mitchell recommended the following changes:

To reduce the number of letters of recommendation from 3 to 1. The letters of recommendation will come from the person making the nomination.

To revise the fire marshal category to include anyone working in the fire marshal field.

Vote: Unanimous

Action: Carried

ADJOURNMENT

The Committee adjourned at 5:25 pm

Clerk of the Committee
Brook M. Pittinger

REVIEWED BY:

Teresa Duncan

Teresa Duncan,
Branch Chief – Administration & Support

October 23, 2007
Date

Christine Lopilato

Christine Lopilato
Grant & Local Aid Manager

October 23, 2007
Date

Enclosures:

1. FY07 ATL Disbursements
2. FY08 ATL Disbursements
3. ATL Expenses Reported (by jurisdictions) by Cost Categories and Percentages
4. Cash Obligations and Availability as of September 30, 2007
5. Training Mini Grants
6. VFIRS Grants
7. Statement of Cash – Interest Account as of September 30, 2007
8. Burn Building report
9. Engineer Update – Report from The Structures Group
10. Roanoke County Burn Building proposal presentation – available upon request

APPROVED