

VIRGINIA FIRE SERVICES BOARD
Fire Education and Training Committee
December 14, 2006

A regular meeting of the Committee on Fire Education and Training was held at the Henry County Training Center in Martinsville, VA at 10:00 am. Mr. Ken Brown served as Chair.

COMMITTEE MEMBERS PRESENT

Kenneth Brown – Chair
Gary Eads
Thomas Fuqua
Tom Moffett
Ken Jones
Richard Burch, Jr.

COMMITTEE MEMBERS ABSENT

N/A

VFSB MEMBERS ABSENT

Dennis Mitchell
Mike Reilly

AGENCY MEMBERS PRESENT

Teresa Duncan
Brook Pittinger
Christine Lopilato
W. G. Shelton, JR.
Don Hansen
Russ Chandler
Dave Jolly
Larry McAndrews

GUESTS PRESENT

Chief Steve Eanes
Ron Hargrave
Charlie Singleton
Clay Goodman
Neal Turner
M. L. Pugwells

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 October 2006

meeting. With no changes to the minutes, the October 12, 2006 meeting minutes were approved.

Motion: To approve October 2006 meeting minutes

Discussion: No discussion

Vote: Motion carried

Action: Minutes Approved

CHANGES TO THE AGENDA:

UNFINISHED BUSINESS:

- A. Burn Building Sub-Committee Report

NEW BUSINESS:

- A. Clarification of Architecture Fees
- B. Montgomery County Presentation
- C. Burn Building Accountably Discussion

PUBLIC COMMENTS

Steve Eanes – Welcomed Committee and Full Board for coming to Henry CO Training Center. At 3 pm there will be a shuttle going to the Danville Fire & Training Center for site visits. The Board recognized Chief Eanes

VA Fire Chiefs Association Rep – Rep would like it to be publicly known and recognized that they fully support Billy Shelton as VDFP's Executive Director and he has their full support and endorsement.

VA State Fire Fighters Association Rep – Charlie Singleton – thanked committee for work on training and burn building work.

COMMENTS FROM THE VDFP LIAISON(S)

**VIRGINIA FIRE SERVICES BOARD TRAINING COMMITTEE REPORT BY THE VDFP
BRANCH CHIEF OF TRAINING & OPERATIONS**

The following information was reviewed by Larry McAndrews.

Fire and EMS Study Updates:

Pittsylvania County Study –Dickie Harris is working on setting up a meeting with all the Fire and EMS Departments in the county. They are attempting this to be done the first week of January.

Caroline County Study -

The committee met in Caroline County on November 28th and has since completed the report.

Orange County Study –

Committee Members: Dennis Mitchell VFSB, Tom Moffett VFSB, Don Hansen VDFP, Melvin Byrne VDFP and Chris Corbin OEMS. Committee has a meeting on December 19th at the Division 2 Office in Orange.

Needs Assessment Survey – The Survey was closed on November 30th after extending the survey from November 17th. We ended up with close to 50 % of the departments reporting. Don Hansen is currently analyzing the data to prepare Needs Assessment Report for the General Assembly.

VDFP Adjunct Hiring Process –

1. Applications opened November 15, 2006 through January 19, 2007 COB
2. Test dates in each division office February 7, 2007 evening (6:30p) or February 8, 2007 morning (10A)
3. March 3, 2007 Oral boards and Classroom presentations (Glen Allen), rollover day March 4, 2007, depending on candidate numbers
4. March 16, 2007 list of recommended candidates to Larry McAndrews for offers
5. April 1st timeframe for two New Adjunct Hiring process orientation meetings

Galax Meeting (ENCLOSURE 5)

On November 8th Russ Chandler, Mark Morton, Dennis Price and Larry McAndrews met with the Fire Chiefs from City of Galax, Grayson County, Hillsville and Grayson County to discuss the short notice cancellation of HTR Heavy Vehicle Extrication Class @ the Galax Regional School.

What occurred to create the problem?

- Regional School was moved this year so it was not during the hunting season.
- 2 other regional schools on same weekend and Structural Collapse School in Virginia Beach
- Unable to get enough HTR Instructors and OEMS/VAVRS have not been trained to this level.
- Because it was a Regional School the agency waited to the last minute to cancel the class.

How to we correct the problem.

- Better communication internally on Regional Schools and special events to prevent overlapping.

- Develop a timeline to train local jurisdiction instructors in vehicle extrication.
- When unable to get enough instructors cancel the class timely. Do not wait until the last minute!
- The agency is coordinating with the local jurisdiction to put this class on in the spring.

FSTRS User ID – (Enclosure 6)

Brook Pittinger and Mike Dileo are in the process of converting FST from a SSN based system to a VDFP ID based system. The VDFP ID will be the student's legal first name, last name and last 4 digits of their ssn (brookpittinger1234). Mike is currently developing the new version of FSTRS (will be rolled out next week). Brook is working with NCS Pearson to convert the bubble forms and the NCS Scanner software. This will eliminate the need for SSN's.

Implementation Phase:

The agency will send out a letter that will be mailed and emailed to each Fire Department, Training Center and Instructor reference this change.

On-line Bookstore Process –

Beta test began December 1st for the bookstore to use online credit cards. We are still looking to be fully online after the 1st of the year. The on-line bookstore will permit the use of credit cards to make a purchase.

Responder Safety (Enclosure 3) – distribution and discussion of Responder Safety report by the National Traffic Incident Management Coalition.

Mr. Brown asked a question about when will the Committee receive a copy of the draft Curriculum Development Review policy. Mr. Jolly commented that the plan is still in review. Mr. Jolly also commented that the policy will include a 5 year plan.

Mr. Brown asked for a follow-up on the HazMat test question review. Mr. Jolly commented that they are still reviewing with VDEM and VDFP is using the 2004 test version until a resolution is reached.

Mr. Brown asked about the Instructor 2 year pilot program. Mr. McAndrews commented that it will be implemented January 1, 2007.

VIRGINIA FIRE SERVICES BOARD TRAINING COMMITTEE REPORT BY THE VDFP GRANTS MANAGER

The following information was reviewed by Christine Lopilato.

Review of Burn Building Project Summary excel worksheet (Enclosure 1)

Christine went over each column on the Burn Building Project Summary excel worksheet.

New Construction

Augusta County – Will present bldg permit to VDFP at the VFSB meeting. County to send building plans to VDFP.

Bedford City – Beginning RFP process for A&E services.

Bristol – Contracted with WHP as A&E Firm, adding LP gas system. Working on site prep. Scheduled completion of late 3/2007

Buckingham – Still working on site plan, staying at current site.

Chesterfield – Project Completed. Final payment released; DFP review disclosed problems with NFPA signage, computer monitoring system; letter sent to require correction by 1/31/07..

Franklin – Not reviewed because funding will not be received until FY 2009.

Gloucester – Selected contractor, constructing with WHP bldg; Will obtain and submit bldg permit prior to 12/31/06.

Loudoun – Progressing on schedule with completion targeted for 2/07

Mecklenburg – Project Completed. 1st live burn completed. Building dedication 10/12/06. Final disbursement made in 10/06.

Northumberland – Engineering firm selected and beginning review of bldg plans. VDFP sent bldg specs on CD.

Pulaski – Project complete! Dedication ceremony 10/30/06 (W. G. Shelton, Jr., Christine Lopilato, Teresa Duncan Dennis Price from VDFP attended. Thomas Fuqua also attended – VFSB)

Spotsylvania – Ground breaking scheduled for 12/14/06. Construction beginning after 1/1/07, completion by summer 2007.

Chilhowie – Submitted application. Application to be recalled and resubmitted from Town of Marion with Chilhowie as partner locality since Marion owns the building site

Montgomery, County – Submitted Application. Scheduled to attend 12/06 meeting to make presentation to VFSB.

Chesapeake, City of – CHP to send grant app for new proposal in which CHP is lead, partners are SUF, POR & NOR. CHP owned land.

Renovation Constructions (VFSB approved)

Emporia – A&E selected (LeBeouf & Assocs); City to meet to review final drawings; renovations work targeted to begin 2/2007.

Hanover County – A&E selected (LeBeouf & Assocs); Projects is 25% complete.

Repair Construction (VDFP approved)

Goochland County – Repair approved for replacement of Padgenite titles.

Discussion was held regarding Chesterfield's burn building compliance related to utilizing the monitoring sensors as required by burn buildings that are funded by the VFSB grant program. Mr. Fuqua suggested writing a letter from the Board

and VDFP that outlines the requirements set forth in NFPA 1403 regarding the proper use of burn buildings.

COMMENTS FROM THE VFSB COMMITTEE CHAIR

Chair thanked VDFP and VFSB members for their work on the burn building program. Chairman wanted to ensure everyone that the committee will focus its efforts on both burn building and training issues.

UNFINISHED BUSINESS

Topic: Burn Building Sub-Committee Report on Attachment B (Enclosure 2)

Motion: To adopt draft of Attachment B to the Burn Building Policy and revise language (Page 2 -Section A, Bullet 5).

Discussion: Mike Reilly presented an update from the Burn Building Sub-Committee meeting. Exhibit A was the previous Burn Building guideline document; however, there were issues with the subjective and objective information sections. There were also issues with the information related to Class A and B burn buildings as well as steel (galvanized, exposed, etc). The Sub-committee met November 16, 2006 in Richmond to review sub-committee notations for Attachment B.

Questions/Comments:

Question on: Section B - Item #4 – question related to temperatures. Clarification provided that bullet section B is a building design criteria and not a burn criteria.

Question on: Section 2, Bullet A - on minimum number of burn rooms. There must be a minimum of 2 burn rooms in each prop, more burn rooms are permitted.

Question on: Page 2 (Section A, Bullet 5) – General Design Requirements – time of design and permit issuance can have a large time gap – shouldn't Attachment B read at time of permit and not time of design? It was proposed by the Eng Rep, that the language would be added to read "design submittal to the VFSB."

Vote: Yah

Action: Motion carried to adopt draft version of Attachment B to Burn Building Policy and additional language (for Page 2 - Section A, Bullet 5). Burn Building Sub-committee, per the VFSB Chairmen, will remain in place.

Topic: Engineer Update from The Structures Group, Inc.

Motion: None

The following information was provided by Mike Mathews, Engineering Rep from The Structures Group, Inc.

Discussion: The Structures Group, Inc. is traveling throughout the COV to visit all existing burn buildings and intends to visit all 31 burn buildings by April 2007. The Structures Group, Inc. will provide a report on each building to discuss life expectancy, cost projections, repair suggestions, etc. Copies of all reports and The Structures Group, Inc reports will be provided to VDFP so that they can be kept in a central location (VDFP Glen Allen Headquarters).

- Burn Building Reviews Schedule:
 - First burn prop review is Newport News, will have draft report to share at February 2007 meeting.
 - Hoping to have VA Beach prop review draft report by February 2007 meeting as well.

Questions/Comments:

If during review the engineering review, what happens if The Structures Group, Inc. determines the burn building is structurally unsafe, what will the Structures Group, Inc notification policy be? Mike Matthews commented that the immediate action will be a letter to VDFP notifying the agency of the issue(s).

Vote: None

Action: Please add a standing item on agenda for The Structures Group, Inc report/briefing.

NEW BUSINESS

Topic: Committee members to review Burn Building Checklist and discussion will be held at the next meeting (February 2007).

Motion: None

Discussion: None

Questions/Comments: None

Vote: None

Action: Add as new business item for February 2007 agenda.

Topic: Montgomery County Presentation (Enclosure 8)

Motion: To forward request to Policy & Finance Committee for approval and begin funding in FY 2008. (Enclosure 9)

Discussion: Montgomery County representative (K. N. Turner) made a presentation on their burn building proposal. The presentation included information about Montgomery County and the community in which it serves. The burn building will be located on the Radford Ammunition property and accessed via the Price Station Road (parceled land). In the proposal, Attachment 1 – 25 year lease through the Department of Army. This will be a multi-jurisdictional training center. The advantages of the training center were also highlighted. A timeline was also reviewed for the Burn Building proposal. ATK is the planning and contractor. Contact information for Montgomery County was also provided.

Clay Goodman – County Administrator – provided comments on the benefits of the site.

Chief Wells – Elliston Fire Department – a facility of this type will help keep new firefighters motivated and trained.

Questions/Comments:

Q: A board member asked whether it will be difficult to obtain a permit?

A: According to K. N. Tucker, he believes that because everyone is involved and because the Army is pushing for the site, it shouldn't be too difficult.

Q: A board member asked whether the river that goes behind the site, is in a flood plane?

A: According to K.N. Tucker it is in the 100 year flood plane and they will work with the Army Core of Engineers.

Q: A board member asked whether the travel distances in the Montgomery Co presentation was one-way or round trip.

A: According to K.N. Tucker, those are one-way figures for all 5 fire departments.

A board member stated that all the hard work and agreements made by Montgomery County and the Army were not identified in the report/presentation and the Board should consider all this hard work in their decision.

All accounting and record keeping are required by Montgomery County and not the Army.

The burn building is in a secure environment and the Army will accept the Montgomery County badges as appropriate identification. Montgomery County has purchased a badge system. According to K. N. Turner, accessing the site should not be a problem.

Vote: Motion Carried

Action: Approved motion to move forward to the Policy & Finance Committed for grant funding for Montgomery County burn building (to begin in FY 08).

Topic: Discussion of Burn Building issues/items.

Motion: None

Discussion: Discussion on Funding was held by the committee – it was commented that revoking future funding should be a consequence if a burn building is not maintained according to the VFSB policy criteria.

Discussion was held on locality funding. Can the locality charge a user fee for other localities to use the burn building? According to VDFFP, the locality has the right to charge a user fee, which must go towards maintenance funding only.

Questions/Comments: None

Vote: None

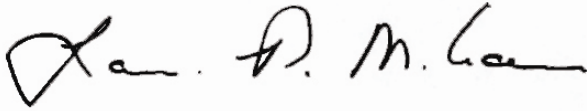
Action: There will be a work section on the funding issue prior to the February 2007 board meeting.

ADJOURNMENT

The Committee adjourned at 1:13 pm

Clerk of the Committee (Acting)
Brook M. Pittinger

REVIEWED BY:



Larry McAndrews, VDFP Liaison

12/27/06
Date

Enclosures:

- 1. – Burn Building Project Summary (FY 2007)**
- 2. – Attachment B to supersede Exhibit A**
- 3. – Responder Safety hand-out**
- 4. Commonwealth of Virginia – Department of Fire Programs**
- 5. Vehicle Rescue Awareness/Operations Train-the-Trainer Schedule**
- 6. New VDFP Registration Form**
- 7. Motion form for approving Attaching B to Burn Building Policy**
- 8. Montgomery County Burn Building presentation (handout)**
- 9. Motion form for Montgomery County Burn Building to go to Policy & Finance Committee**

VIRGINIA FIRE SERVICES BOARD
Fire Prevention and Control Committee
December 14, 2006

A regular meeting of the Committee on Fire Prevention and Control was held at the Henry County Training Center in Martinsville, VA at 2:00 pm. Mr. Mike Reilly served as Chair.

COMMITTEE MEMBERS PRESENT

Michael Reilly – Chair
Carl Garrison
Dennis Mitchell
Ed Altizer

COMMITTEE MEMBERS ABSENT

Brian Mullins
Susan Williams

VFSB MEMBERS PRESENT

Thomas Fuqua
Tom Moffett
Ken Jones
Ken Brown
Tom Moffett
Richard Burch

AGENCY MEMBERS PRESENT

Russ Chandler
Brook M. Pittinger
Christine Lopilato
Billy Shelton
Dave Jolly

GUESTS PRESENT

Charlie Singleton

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The Chair asked if there were any additions and/or corrections to the minutes of the October 2006 meeting. With no changes being made, the October 13, 2006 meeting minutes were approved.

Motion: To approve October 2006 meeting minutes

Discussion: No discussion

Vote: Motion carried

Action: Minutes Approved

CHANGES TO THE AGENDA:

UNFINISHED BUSINESS:

- A. Mini Grant
- B. Fire Prevention Document

NEW BUSINESS:

- A. Update on State Fire Marshal Office Discussion

PUBLIC COMMENTS

Chief Steve Eanes welcomed the committee.

COMMENTS FROM THE VDFP LIAISON(S)

**VIRGINIA FIRE SERVICES BOARD PREVENTION & CONTROL COMMITTEE REPORT BY
THE VDFP BRANCH CHIEF OF TRAINING & TECHNICAL SERVICES**

Russ provided the following information related to Fire Prevention and Control & the VA Fire Marshal Academy report:

VFMA report:

- The 2006 Law Enforcement School graduated 18 new Fire Marshals with full police powers.
- Entering of FM records to the computer system still underway, about half completed
- We have an offer from Dr. Dave Icove to have the Virginia Fire Marshal Academy as a model for Fire Marshal Training in his next Fire Forensic text from Brady Publishing.
- The ProBoard statistics stand the same as last meeting at 28,617. We only do data entry with ProBoard quarterly. There will be a considerable increase at the next Fire Board Meeting.
- New criteria on students entering VFMA classes who have prior convictions:
 - Felony: If convicted of a felony they will be barred from attending any VFMA class.
 - Misdemeanor: If no misdemeanors within 7 years, they can attend provided the misdemeanor is not involving moral turpitude; which is:
 - Fraud or false pretenses in obtaining something of value
 - Larceny or a misdemeanor theft by taking
 - Larceny after trust

- Soliciting for prostitutes
- Voluntary manslaughter
- Sale of narcotics or other illegal drugs
- Pattern of failure to file federal tax returns in years in which taxes are due
- Criminal Issuance of a bad check
- Making a false report of a crime

A video was shown on the VFMA Cadre and a story that was done by ABC news.

It was recommended by the Committee that a MOU be created and signed by VDFP and DCJS as related to the VFMA curriculum.

**VIRGINIA FIRE SERVICES BOARD PREVENTION & CONTROL COMMITTEE REPORT BY
THE VDFP GRANTS & LOCAL AID MANAGER**

Training Mini Grants – Enclosure 1 & 2

- Evaluation panel reviewed applications on November 16, 2006 at the VDFP Headquarters office in Glen Allen, VA.
 - Summary of proposed awards totaling \$270,482 (Enclosure 1)
 - List of rejected/disqualified applications (Enclosure 2)

Both documents will be submitted to the Finance Policy Committee for funding.

VFIRS Hardware Grants – Enclosure 3, 4 & 5

- Evaluation of applications received
 - Summary of proposed awards totaling \$52,000.00 (Enclosure 3)
 - Enclosure 4 – VFIRS Hardware Grant Review Criteria
 - Enclosure 5 – Summary of Enclosure 4

Topic: VFIRS Hardware Grants funding to be sent to the Finance Committee for review (Enclosure 7)

Motion: The \$52,000.00 (to include the additional \$7,000 in interest funds) funding for the VFIRS Hardware Grants be forward to the Finance Committee for funding approval (and subsequently be sent to the Full Board for review and approval).

Discussion: None.

Questions/Comments: None

Vote: Motion carries

Action: Bring to Finance Committee

Be Fire Safe Grant Program

- 10,080 smoke alarms and supporting materials distributed to 36 recipients throughout the COV.

COMMENTS FROM THE COMMITTEE CHAIR

The Chair thanked the VDFP staff and the Committee for their hard work over this past calendar year.

REPORT FROM THE CODE CHANGE & DEVELOPMENT SUBCOMMITTEE

January 3, 2007 is the next Code Sub-Committee meeting and January 22, 2007 voting on code changes (Charlottesville, VA).

It is recommended that the Urban/Wildland Interface code will be adopted and a small part of the code dealing with construction to be adopted as part of Construction Code.

January 9, 2007 – in-building communications meeting at DHCD at 9:30 am.

REPORT FROM DEPARTMENT OF FORESTRY

Carl Garrison provided the following report:

2 brand new DOF reports completed:

- 1) Annual State of the Forrest Report
- 2) Virginia Forrest in the Commonwealth Report, which is a 5 Year Report – it is an economic study that updates the number of acres in forest land, protected land, ownership, COV income from harvesting timber, etc.

Highlights of the report:

- losing roughly 26,000 acres (25% loss increase);
- 10 year forest fire statistics reviewed (COV has surpassed the 10 year average in 2006 – approx 14,000 acres burned – these figures don't include federal land);
- 62 structures lost.

William Neff was given Hartford Award for Fire Prevention.

Moved and approved to provide a letter to Mr. Neff that the Board recognize his accomplishment.

UNFINISHED BUSINESS

Topic: Mini Grants

Discussion: Review completed during VDFP Grants and Local Aid Manager's report.

Questions/Comments: None

Vote: None

Action: None

Topic: Fire Prevention Document

Discussion: Russ Chandler provided the following information:
An email will go out to the entire Board as a survey on the desire for input on what will be an achievable point in 2 years, 5 years and 10 years.

- The primary state government-level interests in fire prevention and control include:
 - assuring uniform application and enforcement of state law
 - assuring proper maintenance and construction of state owned property
 - assuring fire safety of facilities receiving significant state funding
 - assuring safe construction-and occupancy of "public" buildings
 - providing a central source of information relating to fire and fire prevention and control
 - *assuring that the* local response to the challenge of fire prevention and control is adequate in terms of equipment, personnel, and tactics

Secondary parts can include:

- Collection of fire data
 - Grants and incentives to use VFIRS
 - Mandatory participation in VFIRS
- Use of fire data
 - Reports to be generated and published
- General Fire Training (Suppression?)
 - Encouragement to take Certification Training
 - Proper distribution of training opportunities
 - Mandatory training
 - Presently on FM's have mandates
- Public educator training for all fire service personnel
 - 1035
 - CWC
 - Juvenile Firesetter
 - Certification
 - Packaged programs and successful samples
 - Commercial programs

- Home grown successful programs
 - Public Education Programs
 - Smoke Detector programs
 - Carbon Monoxide Detectors & Hearing Impaired Detectors
 - Self extinguishing cigarettes
- Encouragement of Departments using FPF for public education
 - Was 5% in the past, taken out more recently
 - Statewide Fire Prevention Code
 - Development
 - Training
 - Fire Inspector II, 1031
 - Fire Inspections for Engine Companies
 - Fire 116
 - Fire Inspections for Engine Companies
 - Plans Review (with DHCD?)
 - Fire Investigations
 - Arson Awareness
 - Fire Investigations for Engine Companies
 - VFIRS
 - Mandatory for all departments
 - Mandatory for subsequent FM reports, followup
 - Fire Investigator 1033 and Law Enforcement
 - Telecommunications and Radios
 - Support of 911 centers
 - DCJS does mandatory training
 - Support 911 mandates
 - Cell phone technology, triangulation
 - Radio inoperability
 - Burn Buildings
 - Grants
 - Mini Grants

Questions/Comments: None

Action: Recommended to send email to all those involved/impacted by report.

NEW BUSINESS

Topic: State Fire Marshal Office Relocation (Enclosure 6)

Motion: To have the Full VFSB write a letter/resolution of recommendation to the Secretary of Public Safety's office supporting the legislation that is trying to move the State's Fire Marshals Office to under VDFP (move from Secretary of Commerce to Secretary of Public Safety).

Discussion: Willie Howlett (VA Fire Chiefs Association) commented on the recommendation to move the State Fire Marshals office to under VDFP. Mr. Howlett is requesting this Committee to make a recommendation to the full VFSB to write a recommendation (letter or resolution) to the SPS's office notifying them of their support of this motion.

Questions/Comments:

The Committee chair asked for clarification as to what other associations are supporting this move? Mr. Howlett provided a response and stated that all fire Marshal functions should be moved, not just the "office." Including all associated fiscal resources. All the VA Fire Service Organizations have united to support his move.

Will the code that requires a representative from the State's Fire Marshals office to be on the VFSB have to be changed if the State's Fire Marshals office is moved to under VDFP? Will the VFSB lose that member?

Vote: Motion carries

Action: Bring recommendation to the Full VFSB.

ADJOURNMENT

The Committee adjourned at 3:30 pm

Clerk of the Committee (Acting)
Brook M. Pittinger

REVIEWED BY:

Russell K. Chandler

Russell Chandler, VDFP Liaison

12/27/07
Date

Enclosures:

- 10. – Training Mini Grants (FY 2007) – recommended for approval
- 11. – Training Mini Grants (FY 2007) – not recommended for approval

- 12. – VFIRS Applications (FY 2007) – recommended for approval**
- 13. VFIRS Hardware Grant Review Criteria**
- 14. Summary of Enclosure 4**
- 15. Motion – Support of State Fire Marshall Office Move**
- 16. Motion – Recommended addition of \$7,000 for VFIRS Grants.**
- 17. Motion – Board write proclamation recognizing Dept of Forestry employee that received award**

Administration, Policy and Finance
December 14, 2006

A regular meeting of the Committee on Administration, Policy and Finance was held at the Henry County Fire & Training center in Martinsville, VA at 3:30 pm. Mr. Dennis Mitchell served as Chair.

COMMITTEE MEMBERS PRESENT

Kenneth J. Brown
Dennis Mitchell – Chair
Michael Reilly
Gary Eads – Temporary fill-in

COMMITTEE MEMBERS ABSENT

Floyd Thomas
J. Chris Kollman
Brian Mullins

VFSB MEMBERS PRESENT

Thomas Fuqua
Tom Moffett
Gary Eads

AGENCY MEMBERS PRESENT

Brook Pittinger
Christine Lopilato
Teresa Duncan
Billy Shelton
Dave Jolly

GUESTS PRESENT

Charlie Singleton
Chief Bruce Crow
Chief Steve Eanes
Ron Hargrave
Clay Goodman III
Neal Turner
M. L. Pugwells
Willie Howlett

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The Chair asked if there were any additions and/or corrections to the minutes of the October 2006 meeting. With no changes to the minutes, the October 12, 2006 meeting minutes were approved.

Motion: To approve October 2006 meeting minutes

Discussion: No discussion

Vote: Motion carried

Action: Minutes Approved

CHANGES TO THE AGENDA

None

UNFINISHED BUSINESS:

None

NEW BUSINESS:

None

PUBLIC COMMENTS

None

COMMENTS FROM THE VDFP LIAISON(S)

**VIRGINIA FIRE SERVICES BOARD TRAINING COMMITTEE REPORT BY THE VDFP
BRANCH CHIEF OF TRAINING & ADMINISTRATIVE SUPPORT**

Teresa Duncan provided the following report:

Human Resource Management

- See attachment/ Vacancy Listing – Enclosure 1

IT/ VFIRS

- 2006 Fire Service Needs Assessment Survey deadline extended until December 20th. Division Chief Don Hansen briefed you on the results of the survey. Admin & Support thanks Don for his efforts.
- VFIRS statistics have been provided for your information.
- New Research Analyst starts Jan 10th – Dwight Crews (assist Marion in some of the administrative functions)
- Security Risk Assessment due end of February; infrastructure – server transfer to new data center in Chesterfield

Marketing & Communications

- Next goal is to complete a marketing plan for the agency.
- Article in State Chief's Association newsletter;

- Agency holiday postcard mailed to all fire departments (career & volunteer) Give out examples.
- Researching next possibilities for continuing smoke alarm program i.e. for hearing impaired and carbon monoxide detectors and a partnership with Holly with State Fire Marshal's office;

Policy & Legislation

- Brook new Policy & Legislative Manager;
- As per Board's request we are providing documents via email in advance (understand financial documents will not be current or will be held until meeting to save redundancy)
- VA Performs report completed.
- Conflict of Interest forms to be completed and turned in to me by meeting tomorrow.
- Final of MOU to sign (will be signed at full board tomorrow)
- 2007 General Assembly:
 - Codify flashing red and white lights
 - Line of duty death benefit coverage
- Updated the VFSB Policy Manual (distribution at full board meeting).

Procurement

- Procurement issues please direct to Teresa Duncan until a Procurement Manager is hired.

Stakeholders will be contacted to participate in a forum at the end of January in regards to the Homeland Security Grants and the Office of Commonwealth Preparedness – Susan Mongold

VIRGINIA FIRE SERVICES BOARD TRAINING COMMITTEE REPORT BY THE VDFP GRANTS & LOCAL AID MANAGER

Budget Report

- ATL (Enclosure 2 & 3)
 - 2Q07 disbursement made
 - FY06 disbursements of \$16,431,004 (Enclosure 2)
 - Represents 98.7% of total FY06 funds
 - Represents 94% of 324 localities
 - Localities in danger of forfeiture represents 1.3% of total FY06 funding, or \$223,695, 19 localities
 - FY07 YTD disbursements of \$14,745,190 (Enclosure 3)
 - Represents 81.5% of total FY07 funds, largest amount in VDFP history
 - Represents 75% of 324 localities, largest % in VDFP history
- Burn Buildings (Enclosure 4)

- Cash Obligations and Availability as of November 30, 2006
- Training Mini Grants (Enclosure 5)
 - Evaluation panel reviewed applications
 - Summary of proposed awards totaling \$270,482
 - List of rejected/disqualified applications
 - Statements of Cash Flow – Interest Account as of November 30, 2006
- VFIRS Hardware Grants
 - Evaluation of applications received
 - Summary of proposed awards totaling \$52,000
 - VFIRS Participation CY 2006 – Enclosure 6

COMMENTS FROM THE COMMITTEE CHAIR

None

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE EDUCATION AND TRAINING

Topic: Funding for the Montgomery County Burn Building for FY08

Motion: Funding of the Montgomery County Burn Building for FY08

Discussion: The Chair expressed a concern regarding the burn building being located on a 100 year flood plain. There should be some design concerns incorporated into the design, working with the Army Core of Engineers, i.e. elevation of the structure.

Comments/Questions: None

Vote: Motion carries

Action: Approved for recommendation to Full VFSB for FY 08 funding.

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE PREVENTION AND CONTROL

Topic: VFIRS Hardware Grants funding of \$52,000 (to include the additional \$7,000 in interest funds)

Motion: The \$52,000.00 (to include the additional \$7,000 in interest funds) funding for the VFIRS Hardware Grants for funding approval (and subsequently be sent to the Full Board for review and approval).

Discussion: None.

Questions/Comments: None

Vote: Motion carries

Action: Funding of \$52,000 for VFIRS Hardware Grants approved for recommendation to the Full VFSB.

NEW BUSINESS:


The Chair recommended action related to the Burn Buildings/A&E issues that occur in the future when the locality is not in compliance with the criteria set forth in the VFSB Burn Building policy.

ADJOURNMENT

The Committee adjourned at 4:30 pm

Clerk of the Committee (Acting)
Brook M. Pittinger

REVIEWED BY:



Teresa Duncan, VDFP Liaison

12/27/06

Date



Christine Lopilato, Grant & Local Aid Manager

12/27/06

Date

Enclosures:

1. – VDFP Vacancy Listing
2. – FY06 Fire Program Fund Aid to Localities Payments
3. – FY07 Fire Programs Fund Aid to Localities Payments
4. – FY07 Burn Building Grants Obligations & Cash Availability
5. – FY07 Training Mini Grant Budgeted Obligations & Cash Availability
6. – VFIRS Participation – CY 06

VIRGINIA FIRE SERVICES BOARD
December 15, 2006

A regular meeting of the Virginia Fire Services Board was held at the Henry County Training Center in Martinsville, VA at 9:00 am. Mr. Tommy Fuqua served as Chair.

BOARD MEMBERS PRESENT

Thomas Fuqua – Chair
Kenneth J. Brown
Gary W. Eads
VFCA – Rep (Ken Jones)
VPFA – Rep (Tom Moffett)
Fire Council – Rep (Richard E. Burch, Jr.)
Ed Altizer
Dennis Mitchell
Michael Reilly

BOARD MEMBERS ABSENT

Rev. Leonard Hamlin, Sr
Susan Williams
Floyd Thomas
Brian Mullins
J. Chris Kollman
Carl Garrison

AGENCY MEMBERS PRESENT

Teresa Duncan
Brook Pittinger
Christine Lopilato
Billy Shelton
Dave Jolly
Russ Chandler

GUESTS PRESENT

Chief Bruce Crow
Steve Eanes
Dale Wagoner
Kristopher W. Shrader

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The Chair asked if there were any additions and/or corrections to the minutes of the October 2006 meeting. With no changes to the minutes, the October 13, 2006 meeting minutes were approved.

Motion: To approve October 2006 meeting minutes

Discussion: No discussion

Vote: Motion carried

Action: Minutes Approved

CHANGES TO THE AGENDA

UNFINISHED BUSINESS:

A. Memorandum of Understanding

NEW BUSINESS:

A. Letter from Harrisonburg Fire Dept

B. Mid-Atlantic Fire Chiefs Association meeting in CY07

C. Meeting Location & Dates for 2007 VFSB meetings

D. 2006 Governor's Awards

PUBLIC COMMENTS

Chief Steve Eanes – on behalf of Henry Co, welcome to the VFSB & VDFP.

Martinsville Fire Chief – thanked for approval of training mini-grant.

COMMENTS FROM THE VDFP LIAISON(S)

VIRGINIA FULL FIRE SERVICES BOARD REPORT BY THE VDFP GRANTS & LOCAL AID MANAGER

Christine provided clarification on the 44.5 cents mileage rate as well as clarification on if Board members are State employees. Board members will be eligible for the 44.5 cents mileage rate reimbursement and Board Members are not considered State employees.

Christine also reviewed the Travel Voucher rates for the December 2006 Board meeting.

Every title on the Travel Voucher must state: VFSB Member

Vendor ID: SSN

Suffix: 33 (direct deposit)

Personal Vehicle Use Statement: Do not check anything bc my DOA

Definition Board Members are not State Employees

Tuesday: \$30 (travel day)

Wednesday:

Here all day and no meals provided \$39

Here and meals provided \$28

Traveled in & provided lunch \$21.75
Traveled in & not provided lunch \$30

Thursday:

All Day – ate hotel breakfast & dinner \$14
All Day – only dinner \$21
Traveled in & had dinner - \$16.50

Friday:

Breakfast at hotel \$24.75
No breakfast \$30

Reminder that \$50 per diem for non-state and non-local VFSA members will be processed through payroll (Stipend Forms)

- Will receive 2 separate checks
 - Payroll
 - Travel reimbursement
- Direct Deposit Forms for payroll and travel (old and new VFSA members)

VIRGINIA FULL FIRE SERVICES BOARD REPORT BY THE VDFP EXECUTIVE DIRECTOR

- ATL Distribution for FY 06 is 98.3% (Still have 6 months to go)
- ATL Distribution for FY 07 is 75%/ \$12 million (Highest dispersed figures ever recorded)
- Higher Education Initiatives are still on-going with VCCS and High School Programs
- Detailed statistics for CY 2006 have been provided up to November 25, 2006. Losses are down from last year, but the figures are still too high. 72.2% of Virginia fire departments are reporting with population coverage of 87.3%.
- Pro-Board Certifications still stand at 28,617. Our next submittal will be at the end of the quarter (December 2006).
- Recruiting for 50 new Adjuncts
- Attended the Burn Building Dedication at Pulaski. We still have 10 active new projects and two repair projects.
- VFIRS and Mini Grants have been evaluated for potential awarding.
- Three Fire and EMS Studies are in various stages of completion (Pittsylvania, Caroline, and Orange).
- The Needs Assessment has been completed with 52.4% reporting. Don Hansen is finalizing the data now. The figure is lower than last year's submission.
- FSTRS is ready for the conversion to first name last name and last four SSN. Forms have been ordered for the conversion.
- On-line Bookstore will be fully acceptable for credit cards on January 1, 2007.
- The Governor's Awards were extended to December 15th. VFSA needs to review the applications in early January 2007.

- Larry McAndrews and Russ Chandler have provided you with the training data for the last two months.
- Prompt pay for the Program and Administration has been 100% for the last three consecutive months.
- Staff is working on an Agency Marketing Plan.
- 2006 Law Enforcement Class graduated 18 new Fire Marshals with full police powers.

COMMENTS FROM THE CHAIR, VFSB

Mr. Fuqua recognized the appointment of Billy Shelton as the VDFP Executive Director.

REPORT FROM THE COMMITTEE ON FIRE EDUCATION AND TRAINING

Topic: Montgomery County Presentation

Motion: Approval of Montgomery County Burn Building and begin funding in FY 2008.

Discussion: July 1, 2007 will begin funding for the Montgomery County Burn Building.

Questions/Comments: None

Vote: Motion Carried

Action: Approved motion for grant funding for Montgomery County burn building (to begin in FY08).

Mr. Brown commented that he would like the Board to explore doing some classes or having speakers using the remaining Board money. Mr. Brown commented that VDFP could provide information regarding the most popularly requested courses and develop a training schedule for professional and volunteer firefighters using those funds.

Topic: Burn Building Policy Report - Attachment B

Motion: To adopt draft of Attachment B to the Burn Building Policy and revise language (Page 2 -Section A, Bullet 5).

Discussion: None

Questions/Comments: None

Page 2 (Section A, Bullet 5) – General Design Requirements – time of design and permit issuance can have a large time gap – shouldn't

Attachment B read at time of permit and not time of design? It was proposed by the Eng Rep, that the language would be added to read "design submittal to the VFSB."

Vote: Yah

Action: Motion carried to adopt draft version of Attachment B to Burn Building Policy and additional language (for Page 2 - Section A, Bullet 5). Burn Building Sub-committee, per the VFSB Chairmen, will remain in place.

Mr. Brown also commented that anyone that did not receive a copy of the Burn Building check list can pick one up from him.

REPORT FROM THE COMMITTEE ON FIRE PREVENTION AND CONTROL

Topic: DOF's William Neff was given Hartford Award for Fire Prevention.

Motion: VFSB write letter recognizing Mr. William Neff's accomplishment.

Discussion: None.

Questions/Comments: None

Vote: Motion carries

Action: VFSB will write a letter recognizing Mr. William Neff's accomplishment.

Topic: Additional VFIRS Hardware Grants

Motion: The \$52,000.00 (to include the additional \$7,000 in interest funds) funding for the VFIRS Hardware Grants be forward to the Finance Committee for funding approval (and subsequently be sent to the Full Board for review and approval).

Discussion: None.

Questions/Comments: None

Vote: Motion carries

Action: VFIRS hardware funding will increase to \$52,000.00 (includes \$7,000.00 in interest funds)

Topic: State Fire Marshall Office Relocation

Motion: To have the Full VFSB write a letter/resolution of recommendation to the Secretary of Public Safety's office supporting the legislation that is trying to move the State's Fire Marshalls Office (SFMO) to under VDFP (move from Secretary of Commerce to Secretary of Public Safety).

Discussion: Does the letter need to include moving all SFMO resources? It was commented that the legislation includes moving all resources.

Questions/Comments:

Should the letter identify problems with the existing structure and recommendations to correct those problems if the SFMO is not moved? The letter will address these issues.

Chief Eanes recommended that the fire services needs to move forward with support of this issue as one "body" and not as separate entities.

The Board members were reminded that they are not permitted to go and testify as a VFSB member at the GA if the Governor doesn't take a stand on this issue.

Vote: Motion carries (unanimous vote, with one abstention)

Action: A letter of endorsement/recommendation will be written by the VFSB in support of the move of the State Fire Marshall's office to under the Secretary of Public Safety, and subsequently under VDFP.

Mr. Reilly thanked the full VFSB for approving the funding of \$270,482 for Training Mini-Grants.

A question was raised on whether Carbon Monoxide (CO) detectors can be included as an addition to the Smoke Detector Grant program. Mr. Altizer commented that the SFMO's is working with VDFP to determine if this is possible as a give away program due to the sensitive (installation, use and maintenance, reliability) nature of the CO detectors.

REPORT FROM THE COMMITTEE ON ADMINISTRATION, POLICY & FINANCE

Mr. Mitchell commented on the accuracy of the financial documents provided by Christine (VDFP).

UNFINISHED BUSINESS

A. Memorandum of Understanding (Enclosure 2)

The VFSB/VDFP MOU was signed by Mr. Fuqua and Billy Shelton.

Topic: Approval and signing of VDFP/VFSB MOU.

Motion: There was a motion to approve and sign the VDFP/VFSB MOU.

Discussion: None.

Questions/Comments: None

Vote: Motion carries

Action: VDFP/VFSB will sign the MOU.

Recesses began at 10:30

Recesses ended at 10:40

NEW BUSINESS

A. Letter from Harrisonburg Fire Dept (Enclosure 1)

Mr. Fuqua read a letter from the Harrisonburg Fire Department requesting a wavier to the use of VFSB VFIRS Hardware grant to purchase the Firehouse software to support the VFIRS reporting program. Christine, VDFP, provided comment that the VFIRS hardware grant program is not allowed to fund software purchasing of the Firehouse software. The department can put in for a training mini-grant to purchase the Firehouse software.

Mr. Fuqua will work with staff to write and send a letter to the Harrisonburg Fire Department regarding this issue.

B. Mid-Atlantic Fire Chiefs Association meeting in CY07

VA will host the Mid-Atlantic Fire Chiefs Association meeting in 2007. Mr. Fuqua commented that he is working with the Embassy Suites in Hampton to be the meeting location. Tentative dates: September 27th through September 29th (Thursday – Sunday) in Hampton, VA. Mr. Fuqua recommended trying to have Board meeting in conjunction with Chief's Association meeting. Mr. Fuqua commented that this is not a money making conference, they will try to break even. In the event that any money is made off the conference, the money will be made to charity.

Embassy Suites requires the funding up-front and it was recommended that a stakeholder group help sponsor the event.

C. Meeting Location & Dates for 2007 VFSB meetings

February 2007:

Dates:

21st (10/11 am - work session and Executive Sub-Committee Meeting)

22nd and 23rd – Board Meetings

24th – distribution of Governor's 2006 Awards (morning)

Location: VA Beach – in conjunction with the VA Fire Chief's Conference

April 2007:

Dates:

11th – Executive Sub-Committee

12th & 13th – Board Meetings

Location: Charlottesville – Department of Forestry (TBD)

*Omni

June 2007:

Dates:

May 31st - Executive Sub-Committee

1st & 2nd - Board Meetings

Location: Richmond – VDFP Headquarters (Glen Allen)

August 2007:

Dates: TBD

16th - Executive Sub-Committee

17th & 18th - Board Meetings

Location: Hampton

October 2007:

Dates:

17th - Executive Sub-Committee

18th & 19th - Board Meetings

Location: Roanoke

*Make Hotel Reservations early bc in conjunction with Race Weekend.

November 2007: Diversity Group Meeting

Dates: 2nd – 4th

Location: Hampton

December 2007:

Dates:

12th - Executive Sub-Committee

13th & 14th - Board Meetings

Location: Augusta County

D. 2006 Governor's Awards

The Governor's 2006 Awards application deadline is Friday, December 15, 2006. The Executive Committee will meet and review the applications at the VDFP Headquarters (Glen Allen). The review will be Monday, January 8, 2007 from 10 am to 2 pm.

Executive Committee will review the policy on Governor's Awards to determine if COV employees are eligible for the awards.

COMMENTS

It was requested that the board review the current work load of each sub-committee.

It was also requested that the board review funding to determine if the Board can fund staff's trip to the Mid-Atlantic conference.

ADJOURNMENT

The Committee adjourned at 11:30 am

Clerk of the Committee (acting)
Brook M. Pittinger

REVIEWED BY:

 _____

W. G. Shelton, Jr., Executive Director,
VDFP

12/19 /06
Date

Enclosures:

- 1 – Harrisonburg Fire Department letter**
- 2 – Signed copy of the VDFP/VFSB MOU**