

VIRGINIA FIRE SERVICES BOARD
Administration, Policy and Finance
December 3, 2009

A regular meeting of the Committee on Administration, Policy and Finance was held at the VDFP Glen Allen Head Quarters in Glen Allen, VA at 2:00 pm. Mr. Richard Burch, Jr served as chair.

COMMITTEE MEMBERS PRESENT

Richard E. Burch Jr. – Committee Chair –Virginia Fire Services Council
Michael Reilly – Full VFSB Chair – Virginia Chapter of the International Association of Arson Investigators
Kenneth J. Brown - Vice Chair & Burn Building Subcommittee Chair – Virginia State Firefighter’s Association
Ed Altizer – Virginia State Fire Marshal
Kaye Brown – Virginia Municipal League
Bill Kyger – Association of Counties
Felix Sarfo-Kantanka, Jr. – General Public
Ken Jones – Virginia Fire Chiefs Association

COMMITTEE MEMBERS ABSENT

Vacant – Virginia Board of Housing & Community Development

VFSB MEMBERS PRESENT

Robert Scott	Elaine Gall	Mike Armstrong
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AGENCY MEMBERS PRESENT

Billy Shelton	Dave Jolly	Christine Lopilato
Brook Pittinger	Ty Pittman	Russ Chandler

GUESTS PRESENT

Kurt Kight	Chief Thomas Billington	Ed Rhodes
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APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The Chair asked if there were any additions and/or corrections to the minutes from the October 2009 meeting. With no changes to the minutes the October 8, 2009 meeting minutes were approved.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ROLL CALL

CHANGES IN AGENDA

Unfinished Business

- A. Mobile Burn Building IFB Update

New Business:

There was no new business.

PUBLIC COMMENTS

There were no public comments.

REPORT BY THE VDFP LIAISON Director of Administration

Brook Pittinger provided the following report:

IT/ VFIRS:

- The *2009 Needs Assessment* survey data collection began on August 4, 2009 and localities have until November 16, 2009 to participate in this year's Needs Assessment survey. The Agency's response rate goal is 92% or better and the Agency is hopeful we will meet this date, as this year more time is being allotted for localities to respond to the survey. The Needs Assessment Survey reporting closed on November 16th and 86% of eligible departments reported, which means that 466 surveys have been completed, representing 538/636 Total eligible Fire Departments.

VDFP Division	Surveys Completed	Total Fire Departments	Overall Survey Response
Division 1 - Richmond	80	86	93.0%
Division 2 - Orange	93	97	95.9%
Division 3 - Farmville	82	99	82.8%
Division 4 - Marion	87	119	73.1%
Division 5 - Hampton	61	74	82.4%
Division 6 - Roanoke	108	127	85.0%
Division 7 - Loudoun	32	33	97.0%
Grand Total	543	635	85.5%

- As always, VFIRS reports are available on VDFP's website at www.vafire.com.

Marketing & Communications:

- 2010 Memorial Service
 - Plans are well underway for the service which will honor 5 firefighters
 - The Committee is also trying to organize a pre-memorial service LODD themed mini-training session the evening prior to the Saturday service. The idea is to both promote attendance at the service and also share important information. The training will be conducted at Chesterfield's Training Center and attendance will be promoted statewide to FDs.

- We have submitted an application for the AFG FP&S Grant. If awarded the grant will fund the production and distribution of a Home Fire Safety DVD along with web based design and content to mirror the DVD.

Policy, Planning & Legislation:

- Board Studies Update:
 - King William County – The committee has finalized the report and the final report is ready for submission to the County.
 - Charlotte County – The final study was completed and provided to the County Administrator, Board of Supervisors, and each Fire & EMS department within the County. Tom Moffett presented the Study findings to the Board of Supervisor’s in October.
 - Louisa County – The committee held their first meeting (via phone conference) and the site visit is scheduled for January 27th to 29th. The goal to complete the study is by March 2010.
- The 2010 Virginia General Assembly begins on Wednesday, January 13, 2010.
- The Governor’s Fire Service Awards nominations close December 31, 2009. The Executive Committee of the VFSB will meet in January 2010 via phone conference and review the nominations. Awards will be presented at the February VFSB meeting.
- Each Board member is required to submit their Financial Disclosure Form (yearly requirement). Please have your completed form turned into Brook by the COB 12.04.09.
- The state mandates that each Board member complete the Conflict of Interest Training every 2 years. The training is available on the Knowledge Center. If you are required to take the Conflict of Interest Training you have received an email from Brook noting your requirement to take the course and the due date. Please forward Brook a copy of your certificate once you complete the course. If you have problems logging into the Knowledge Center, please contact Don Hansen.

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

The following information was reviewed by Christine Lopilato:

Budget Report

- Statement of Cash – Interest Account as of October 31, 2009
- Burn Buildings Cash Obligations and Availability as of October 31, 2009
- FY2010 Burn Buildings Spending Plan – Enclosure 1

Grants and Local Aid Report

- ATL
 - FY09 ATL (funding expires 6/30/2010)

- 98.7% of total FY09 funds disbursed
 - 94.4% of 324 localities (306 jurisdictions released)
 - FY10 ATL (funding expires 6/30/2011)
 - 53.8% of total FY10 funds disbursed
 - 59.6% of 324 localities (193 jurisdictions released)
 - 2Q10 disbursement scheduled for December 11, 2009
 - First notification letters will be sent to jurisdictions in danger of forfeiting FY09 ATL funds.
 - FY09 forfeitures list will be sent to VFSB members following the distribution
- Burn Building Report – Enclosure 2
 - Summary – New Construction
 - Franklin County: Project completed, pending final inspection and acceptance by VDFP
 - Montgomery County: Montgomery has submitted a letter requesting to change from Prototype 1 Class A (Concrete Building) to Prototype 2 Class A (Metal Frame Building); Burn Building Sub Committee motion to approve; pending approval, Montgomery will need to submit a revised valid building permit; project deadline remains 6/30/2010.
 - Fauquier County: County continues to negotiate a suitable site for approval by Board. Once Site is approved will submit to VFSB for location change approval. Deadline of 12/30/2009 to submit valid building permit; project completion date of 12/30/2010.
 - Summary – Renovations/Repairs
 - Henrico County: Work completed 11/20/2009; paperwork complete by 11/30/2009; on schedule to complete project by deadline of 12/31/2009.
 - Shenandoah County: Burn Building Sub Committee motion to grant no-cost time extension of 6 months to expire 6/30/2010 provided a valid building permit is submitted to DFP by 12/31/2009.
 - Galax, City: Project completion date is still scheduled for 12/4/2009; DFP has not received a request for a time extension. Multiple correspondences have been exchanged between DFP and Galax. Both parties are in agreement in addressing the remaining four items that need to be completed. The grant award will only pay for items 1 and 2 (life safety issues); the locality will be required to pay for items 3 and 4 (building code issues) The following are the four items:
 1. Remove the temperature monitoring system out of the timber framed structure and place it inside a weatherproof box (exterior to the building)

2. Remove all the doors into and within the timber framed structure
 3. Replace the wood ledger board: Fill all lag bolt holes originally fastening ledger to the building and replace ledger board with non-combustible device such as steel I-beam or other non-combustible material to meet air-space requirements.
 4. Remove exterior T-111 wood board in direct contact with masonry constructed building and replace with a non-combustible concrete padgenite board sheeting material.
- Charlottesville: all work is complete, waiting on signage; on schedule to complete project by deadline of 12/30/2009.

COMMENTS FROM THE BURN BUILDING SUBCOMMITTEE CHAIRMAN

The following topics were discussed at the Burn Building Subcommittee held on November 5, 2009.

Topic: Burn Building Inspection Update

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

Discussion:

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

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

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

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

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

Vote: unanimous

Action: To present the motion at the Full Board Meeting at the December 2009 Board meeting.

Topic: Mobile Burn Props/Building Recommendations

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

Discussion:

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

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

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

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

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

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

Vote: unanimous

Action: To present the motion at the Full Board Meeting at the December 2009 Board meeting.

Topic: Montgomery County Burn Building Change Request

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

Discussion:

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

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

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

Vote: unanimous

Action: To present the motion at the Full Board Meeting at the December 2009 Board meeting.

Topic: Shenandoah County Burn Building Time Extension

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

Discussion:

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

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

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

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

Vote: unanimous

Action: To present the motion at the Full Board Meeting at the December 2009 Board meeting.

The next Burn Building Subcommittee meeting is scheduled for January 6, 2010 at 10 am at the VDFP Glen Allen office. The remainder of the 2010 meeting schedule will be set during the January 6th meeting.

COMMENTS FROM THE COMMITTEE CHAIRMAN

Rick Burch thanked the committee members for all of their hard work over the past year.

MOTIONS AND FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE EDUCATION AND TRAINING

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

Topic: Incipient Fire Brigade

Motion: To approve the Incipient Fire Brigade training program as presented by VDFP staff.

Discussion:

Incipient Fire Brigade will not be a pre-requisite to the structural fire class.

Vote: unanimous

Action: To present the motion at the Full Board Meeting at the December 2009 Board meeting.

Topic: Marine Firefighting

Motion: To approve the Marine Firefighting training program as presented by VDFP staff.

Discussion: NA

Vote: unanimous

Action: To present the motion at the Full Board Meeting at the December 2009 Board meeting.

MOTIONS AND FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE PREVENTION AND CONTROL

Topic: Training Mini-Grants

Motion: Accept the recommendation to award funding up to \$176,464 for FY10 Training Mini-Grants applications.

Discussion: NA

Vote: 3 Yeas; Abstain – Mike Reilly, Bill Kyger, Rick Burch, Ken Jones and Ken Brown

Action: To present the motion at the Full Board Meeting at the December 2009 Board meeting.

UNFINISHED BUSINESS

Topic: Mobile Burn Building IFB Update

Motion: NA

Discussion:

Christine Lopilato, VDFP, stated that the IFB is closed and the successful bidder was Kidde Fire Trainers. The purchase order (PO) was issued in late November 2009. The first unit should be delivered within 10 months of PO issuance and the second unit should be delivered within 12 months of the PO being issued.

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

The total cost for both mobile units is approximately \$1.1M. The total funding for this project was \$1.4M.

Vote: NA

Action: NA

NEW BUSINESS

There was no new business discussed.

ADJOURNMENT

The Committee adjourned at 3:30 pm

Clerk of the Committee
Brook M. Pittinger

REVIEWED BY:



Brook Pittinger
Branch Director of Administration

December 3, 2009
Date



Christine Lopilato
Branch Director of Finance

December 3, 2009
Date

Enclosures:

1. FY2010 Burn Buildings Spending Plan
2. Burn Building Report