

**VIRGINIA FIRE SERVICES BOARD**  
**Fire Education and Training Committee**  
**December 3, 2009**

A regular meeting of the Committee on Fire Education and Training was held at the VDFP Head Quarters in Glen Allen, VA at 8:30 am. Mr. Ken Jones served as Chair.

**COMMITTEE MEMBERS PRESENT**

Ken Jones – Committee Chair – Virginia Fire Chiefs Association  
Richard E. Burch Jr. – Virginia Fire Services Council  
Kenneth J. Brown – Virginia State Firefighter’s Association  
Mike Armstrong – VA Chapter of the International Society of Fire Service Instructors  
Michael Reilly – Full VFSB Chair – Virginia Chapter of the International Association of Arson Investigators (appointed by chair)  
Kaye Brown – General Public

**COMMITTEE MEMBERS ABSENT**

Tom Moffett – Virginia Professional Firefighters Association  
Joe Wilson – Industry (SARA Title III & OSHA)

**VFSB MEMBERS PRESENT**

Ed Altizer	Felix Sarfo-Kantanka, Jr	Robert Scott
Carl Garrison		

**AGENCY MEMBERS PRESENT**

Billy Shelton	Dave Jolly	Christine Lopilato
Brook Pittinger	Don Hansen	Steve Grainer

**GUESTS PRESENT**

Kurt Kight	Ed Rhodes	Ken Clark
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**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 October 2009 meeting. With no changes to the minutes, the October 8, 2009 meeting minutes were approved.

**CHANGES IN THE AGENDA**

**Unfinished Business:**

- A. SCBA MAZE Simulators – VDFP Eligibility

- B. Incipient Fire Brigade
- C. Marine Firefighting
- D. Mobile Burn Building IFB Update
- E. 5 Year Training Plan
- F. Pro Board discussion

**New Business:**

- A. On-line versus In-Class ICS 300 & ICS 400 Training

**PUBLIC COMMENTS**

There were no public comments made.

**COMMENTS FROM THE VDFP LIAISON  
Branch Chief of Training & Operations**

Don Hansen provided the following information:

The Training and Technical Services and Training and Operations Branches” are nearing completion of the second quarter / first semester of FY10 (July 1 – December 31, 2009). Each of the program chiefs and discipline specific staff members have been working diligently with localities to plan, schedule and conduct all fall training sessions with positive training results.

**Instructor In-services** is nearing completion with 1 remaining: Roanoke, Virginia on Saturday December 5, 2009. Traditionally the final session has proven to be the largest attended event. However, due to the implementation of the Knowledge Center through December 15, 2009 many Instructors across the Commonwealth have taken the advantage of alternate opportunities to complete this mandatory training. A complete report of attendance in the traditional in-class and alternate on-line course will be presented at the February Board meeting.

**Adjunct Hiring** pre-application process has concluded. The open pre-application process began October 1, 2009 and continued through November 30, 2009. All currently certified Fire Instructor Level II instructors with appropriate Train-the-Trainers made application. On December 16 (evening) and December 17 (daylight) we will be conducting written testing for Operations Instructors; all other testing will follow the published testing schedule. Mid-January we will conduct the interview and presentation process in Glen Allen.

**Knowledge Center** – Currently there are 9 classes published to the Knowledge Center a two-course increase from October Board Report to meet the demands of the Fire Service, Emergency Medical Services and Law Enforcement personnel. Currently we have 2042 registered users which is up from the 940 reported during the October Board

meeting. Other courses in Fire Fighter, Fire Instructor and Fire Officer are currently being developed. In addition, the agency is migrating current approved Administrative Guides and Student manuals to the Library section of the Knowledge Center for “One-Stop Shop” environment experience. Traditional e-copies will still be available upon request.

**Fire Fighter I and II Train-the-Trainer** Training completions as requested by Training and Education Committee.

**Course:** VDFP-FST Fire Fighter I&II TtT NFPA-1001-08

**As of:** November 18, 2009

**Number of Users Accessed:** 156 (33 attempts and 123 completions)

**Mid-winter Chiefs Conference** – Training and Technical Services Branches are working with Virginia State Training Staff to offer multiple courses through the VFMA, and Operations Branch. We will also be support the conference with Audio-visual logistics as in prior years and the Mobile Driving Simulator which will be placed inside the conference center this year for greater marketing value. A continued partnership with Virginia Beach Fire will remain for the offering of the Flashover Simulator and pre-registration is required through the Division 5 Office in Hampton.

**Quality Assurance Review** – Chief Don Brown, Chief David Jolly and I are working on a Quality Assurance program that will have an evaluative model (which will place evaluators in the classroom), and minimum teaching guideline standard to keep instructors up-to-date on current programs by requiring them to teach a specific amount of time in a two year period to remain as an active instructor in the disciplines that they hold valid Train-the-Trainers. Pilot program will be ready in mid-January for pilot testing in two Division locations.

**Laser-Fiche Scanning Project** - is underway and in progress in the Division 3 Office Farmville. After completion in an effort to “Go Green Virginia” all school and personal training files will have the capability of being viewed statewide in the VDFP Division Offices. Eventual goal is to link this information to the FSTRS program for verification and validation purposes.

**Instructor College/Symposiums** – FY10 second of two offering will be held in Bedford County the first part of June on the Satellite Campus of Central Virginia Community College. Division Chiefs will be planning this event and advertisements will be posted in mid-January.

**Mobile Burn Building** – Recently the Agency completed the procurement process for 2 Mobile Burn Simulators to be used throughout the Commonwealth of Virginia primarily for those localities that do not have a current brick and mortar or Steel structure training facility and to back fill localities that may have a need for practical testing of Fire

Fighter I and II final testing. The projected delivery once ordered will be late summer 2010.

**Burn Building Project completions** During the second quarter we were able to commission 1 new burn building in Buckingham County and complete the Franklin County project (which is waiting in cement curing time). In addition, renovation, repair projects are drawing to a close with 4 projects remaining to complete the original recommendation schedule.

### **Training and Technical Services Branch**

#### **Airport Rescue Fire Fighting Division update:**

During the second quarter of 2009, the ARFF Program conducted the following classes:

Funded:

- 1 ARFF Certification class with 21 students
- 3 Aircraft Live Fire Classes with 200 students

Non-Funded:

- 1 ARFF Certification with 5 students
- 1 ARFF Certification class ongoing

Reimbursable:

- 1 Aircraft Live Fire Class with 35 students.

During this time the ARFF Program Chief also visited with Kidde Fire Trainers for a Configuration Review Finalization meeting for the new Mobile Aircraft Trainer. The new simulator is scheduled for delivery in Mid-August 2010.

#### **Curriculum & Quality Assurance Division update:**

The agency is happy to report that the Pro-Board has extended our accreditation for both NFPA-1081, Industrial Fire Brigade, Incipient and NFPA-1005 Marine Firefighting for Land Based Fire Fighters.

The Firefighter I and II program Train-the-Trainer has been uploaded to the Knowledge Center for those instructors that need to take the update. This will facilitate the vast majority of the instructors without having to attend a session in person. The new instructors will still have to take the pre-test and complete a homework assignment to be approved to teach the new program.

We are filming a practical session of the Mayday Awareness program to be uploaded to the Knowledge Center so you can get your Train-the-Trainer through online training instead of having to shadow and classroom session of the program.

The VDEM Hazardous Materials Awareness and Operations program is still in development and the agency has not seen the draft document for review. We have heard the program has been completed and hopefully we will meet with the in December to review the updated information. Enclosure 1 – email communication from VDEM to VDFP.

**NIMS Program Division update:**

Below is a recap of significant activities that have taken place during first semester of FY10

1. The second “round” of ICS Position-Specific T-t-T programs will be completed in November. These programs were conducted at the NETC in Emmitsburg, MD.

*The following is a review of information provided in previous reports)*

The Emergency Management Institute (EMI) has been designated by the Incident Management Systems Integration Division of the National Integration Center (IMSID-NIC) to be the primary administrative management source for the upcoming series of ICS Position Specific Train-the-Trainer programs. EMI has determined that it will conduct its efforts through the state emergency management agencies. In Virginia VDEM has assumed all responsibility for overseeing the recruitment, application, assessment and processing of applications for instructor candidates to participate in the program. At this time VDEM has not shared any information relative to individuals from Virginia who have been approved, attended or completed any of the ICS position-specific T-t-T programs.

- a. According to the EMI program administrators, each T-t-T class will be “capped” at 30 instructor candidates. By DHS (EMI) decision, each FEMA Region (there are 10 regions) will be allotted 3 seats in any of the T-t-T classes. There are 8 command & general staff T-t-T scheduled in the total program. (these reflect the 8 current command and general staff positions in ICS). Instructors who complete a general staff T-t-T will be authorized to teach the subordinate “unit leader” courses under that general staff section. Until the Unit Leader courses are released and T-t-T programmed. Future instructors for unit level courses will be required to complete those T-t-T. But it is uncertain when the unit level classes will be published.

- b. States within regions and regions among themselves can “dicker” to surrender seats or obtain additional spaces in any T-t-T class to provide the training (and credentialing) to the most qualified individuals.
  - c. At the completion of the 3 rounds of T-t-T programs in April 2010, each FEMA region will theoretically have 9 individuals qualified to teach any of the C & GS or unit level basic training courses.
  - d. The T-t-T is NOT intended to “credential” (certify) the instructors in the positions. The T-t-T is only intended to prepare instructors to teach the actual classes. Anyone (including instructors) who wishes to become credentialed in a specific position will be required to (a) complete the actual position specific class, (b) undertake the “shadowing” process, and (c) complete and submit a Position Task Book (PTB) for review and acceptance/approval by an as-yet undetermined national review organization.
  - e. EMI has stated that instructors credentialed by these T-t-T will NOT be authorized to return and conduct T-t-T programs independently. Further, state delivery of any basic P-S classes must be authorized by EMI in order to be recognized and students to be credited with completion of those classes.
  - f. EMI program management has strongly recommended that states coordinate program management internally *and* states coordinate on a regional basis to maximize efficiency and economy for all position specific training programs. Since there should not be an “overwhelming” need for these classes in the same manner as the core ICS (100-400) programs, scheduling and conducting classes becomes a matter of identifying the needs and most appropriate administration, preferably at the regional level. Position specific classes are NOT intended for local delivery, and not necessarily for delivery in every state.
2. The IMS Program office has scheduled several “operational periods” (days) of the Command & General Staff—Practical Evolution program at the New Kent Forestry Conference Center the week of January 18, 2010. Details should be posted to the VDFP IMS webpage within the next week or two.
  3. An ICS-T-t-T (ICS 100-400) program scheduled for October 14-16 in Central Virginia (Chesterfield hosting) was postponed for insufficient enrollment. It has been rescheduled to January 27-29 again in Chesterfield.
  4. An ICS-400 class was conducted in conjunction with the Virginia HazMat Conference in Hampton October 19-20. ICS 300 classes sponsored or supported by VDFP were conducted in the following locations: Pittsylvania County, Langley AFB (Hampton). ICS-400 classes were conducted in the following localities: Charlottesville, Pittsylvania, Langley AFB.

The IMS program office will continue to support requests for ICS training (ICS 100-400, Unified Command, and IS course classroom delivery) with available resources including instructors and materials when requested.

5. Steve Grainer continues to serve as a SME on state and local NIMS and NRF issues for DHS as well as for the Project on National Security Reform (PNSR).
  - a. He attended the final adjudication meeting of the NIMS Intelligence & Investigations Working Group in October. At this meeting comments submitted through the formal FEMA comment process were reviewed and adjudicated. The I & I procedural guidance and "Field Operations Guide" documents are expected to be published before January subject to approval by DHS administrators. This process has involved significant "competition" between law enforcement and the medical examiner/coroner entities as each sought to establish preeminence in the I & I functions. Grainer, as the only fire service representative to this process reminded the group that intelligence and investigations were not the sole proprietary issue for law enforcement or the ME/C community.
6. Steve Grainer attended the second annual national All-Hazards Incident Management Team Training & Education Conference (AHIMT-TEC) in Houston Texas November 3-6. Representatives from a number of localities as well as VDEM also attended the conference. The program provided a valuable opportunity for individuals from more than 27 states and numerous agencies to meet and discuss the status of their programs. Similar to many other states, Virginia is in the early stages of developing a state-wide IMT strategy and procedures for training and forming IMTs. Virginia's preliminary strategy to develop regional IMT capabilities mirrors most other states approaches. A key issue as discussed repeatedly will be the matter of effectively validating individuals' competencies to serve in specific positions in an IMT environment. It was also reinforced that developing an IMT is not a "once and done" process but that once an IMT is identified there must be strong and "enforced" protocols for maintaining the required minimum capabilities of that IMT.
7. As directed by Steve Mondul (Deputy Assistant to the Governor for Commonwealth Preparedness) in October VDFP initiated work with VDOF and VDEM to prepare a working plan for "certification identification, credentialing, and deployment of IMTs" to be presented at the next CPWG meeting to be held November 18. At VDEM's insistence, this effort was expanded to include the "stakeholder members" of VDEM's "NIMS Q&A" group. While most other (state agency) stakeholders have nominal concerns with this issue, the group has worked to adapt other state's protocols to meet the perceived needs for Virginia. John Miller, VDOF Chief of Resource Protection, has been the lead person for preparing draft materials which will be presented to the CPWG. The VDFP position is that VDOF has the most experience and background in matters associated with developing, credentialing and deploying IMT resources and

should serve as the lead for this effort. In support of this, VDFP has offered that the FSTRS can be used to track training completion and performance competencies for fire service and other personnel prior to their “entry” into formal IMT activities at the local or regional level. Since FSTRS is designed to capture JPR and skills competencies under Pro-Board standards, FSTRS would be a valuable mechanism to validate individuals’ achievements. Once an individual (or locality) “entered” a formal IMT (ICS position based) program, their credentials would be “down-loaded” through VDOF into the national database through the “Incident Qualifications System” (IQS) and possibly the national “Resource Ordering and Status System” (ROSS) both of which are primarily hosted by the NWCG for national resource management. VDFP supports this process rather than creating a new, separate system.

**Virginia Fire Marshal Academy Division update:**

The Fire Inspector 1031 program this quarter was held in Roanoke Virginia with 18 students. They were from Chesapeake, City and County of Roanoke, Virginia Beach, and Blacksburg.

The Fire Investigator 1033 program conducted this quarter’s school in Charlottesville, Virginia with 24 students. The students were from Charlottesville, State Police, ATF, Culpepper Sherriff’s office, Chesapeake, Hanover, Henrico, District of Columbia, and Fairfax County.

The Public fire Educators side of the VFMA has conducted several classes in Pub Ed I and Juvenile Fire Setter over this quarter. All classes have had at least 15 students in each and some are over 20. JD Jenkins has traveled to Boston for meetings on fire and life safety with the elderly committees.

The second phase of the Company inspection pilot was held in Warren County. There were 28 in the class from the county. Chief Mabie was pleased with the presentation. This program seems like it is going to be a huge program for the engine company itself. Pre plans and building construction and how to inter act with the property owner are the main focus of the class as well as the important legal issues they may encounter

The new burn cells have now been put in full service and have had a great workout. The trailers are proving to be very cost effective and safe to operate. The cells have now had the cameras installed and we are getting video that we have never seen before of actual fire burning from all phases of the burn process. The temperature monitoring thru the use of thermo-couplings and in conjunction with the use of the thermal imaging cameras have shown flame spread and temperature productions that the students have never encountered for teaching purposes. Temperatures to date range as high as **1700** degrees, and the trailers are holding up very well.

**Technical Rescue Division update:**

The agency has been delivering employee orientation programs to six new HTR Specialists. Once finished, these Specialists can begin the process of completing their teaching evaluations in order that they may serve as lead instructors for delivering HTR programs. Upon successful completion, they will be added to the HTR instructor cadre.

An arrangement has been made with Con-Space Communications to have the confined space communication equipment on the training trailer evaluated and tested. The company will make necessary repairs at a minimal cost to the agency in order to get the equipment make into service for training. They have also offered a discount on any replacement or additional equipment we might elect to add to our trailer.

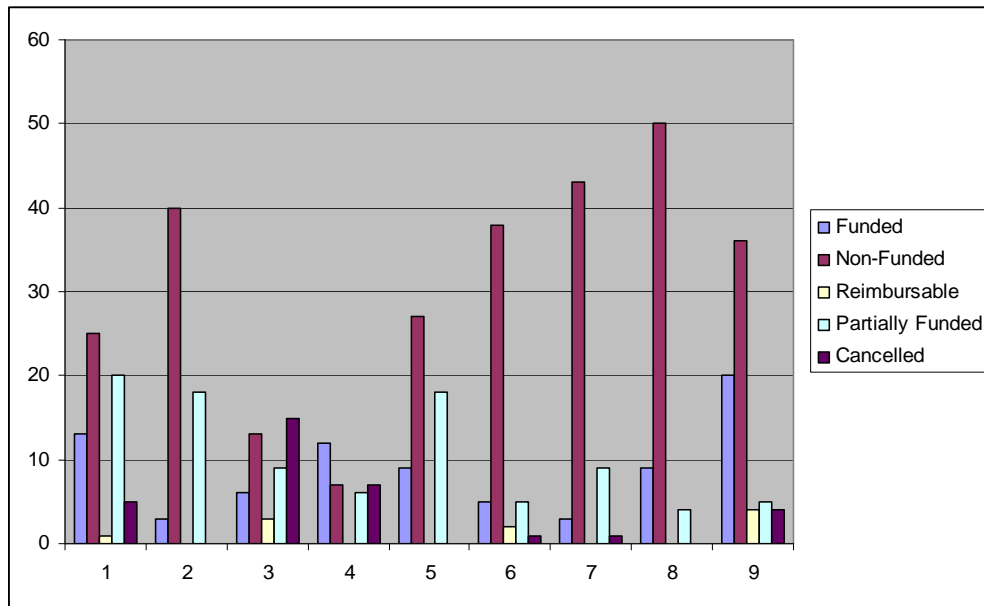
Chief has been preparing schedule for funded spring classes. Course request breakdown includes: (12) Vehicle Awareness/Operations, (4) Vehicle Technician, (6) Rope I, (2) Rope II, (2) Rope III, (3) Confined Space Awareness/Operations, (2) Trench Rescue Technician, and (2) Swift Water Awareness. Class requests from three regional schools still pending. Recognizing the demand for Vehicle Awareness/Operations classes, the division will be working to deliver additional Vehicle Rescue Awareness/Operations Train-the-Trainer courses in the upcoming months to better meet this demand. Will research and consider providing additional Rope I Train the Trainer courses as budgetary and schedule constraints permit.

In addition to funded classes, the agency has been working with the (7) Divisional Technical Rescue Response Teams to provide reimbursable training funded by the FEMA grant they were each awarded recently. The Division 1 team has already submitted requests for Rope II, Rope III, Confined Space Technician, Trench Technician, and Vehicle Technician courses

**Reported Statistical Data July 1, 2009 through September 30, 2009**

Division	Funded	Non-Funded	Reimbursable	Partially Funded	Cancelled
1	13	25	1	20	5
2	3	40		18	
3	6	13	3	9	15
4	12	7		6	7
5	9	27		18	

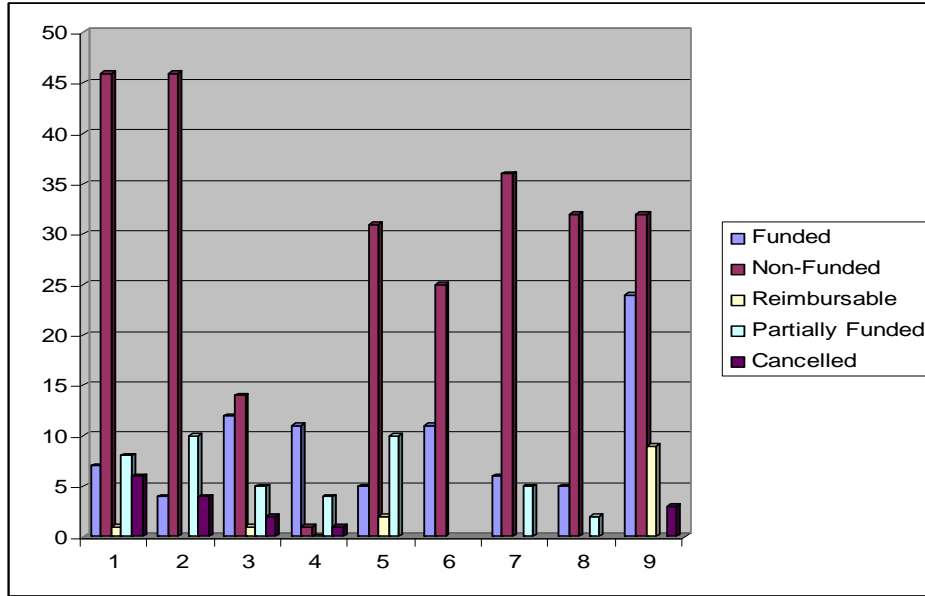
6	5	38	2	5	1
7	3	43		9	1
8	9	50		4	
9	20	36	4	5	4
Total	80	279	10	94	33



Legend: Division 8 = Virginia Fire Marshal Academy, Division 9 = ARFF, HTR, NIMS and VFIRS

**Statistical Data October 1, 2009 through December 31, 2009**

Division	Funded	Non-Funded	Reimbursable	Partially Funded	Cancelled
1	7	46	1	8	6
2	4	46		10	4
3	12	14	1	5	2
4	11	1	1	4	1
5	5	31	2	10	
6	11	25			
7	6	36		5	
8	5	32		2	
9	24	32	9		3
Total	85	268	14	44	16



Legend: Division 8 = Virginia Fire Marshal Academy, Division 9 = ARFF, HTR, NIMS and VFIRS

**FY10 First Semester Course Offering**

Funded	Non-Funded	Reimbursable	Partially Funded	Cancelled	
80	279	10	94	33	
85	268	14	44	16	
165	547	24	138	Total courses	874

**FY09 vs. FY10 comparison statistics**

**928** Total courses through December 31, 2008 (net -54 courses for FY10)

**57** Total courses cancelled through December 31, 2008

**Available Courses Fall 2009 (FY10- Q2 and 3)**

Note: This is a dynamic document that in not inclusive of the entire listing of courses offered through the Commonwealth of Virginia. Localities have the option on local non-funded courses to not have their courses advertised on-line.

School Number	Course	Start Date	End Date	Location	Division	Type	Contact	Phone
40310007	ADJUNCT INSTRUCTOR IN-SERVICE TRAINING	12/05/2009	12/05/2009	Roanoke Valley Regional Training Center	0	Non-Funded	Don Hansen	(540) 561-7460
46310115	EMERGENCY VEHICLE OPERATION - CLASS 1	01/09/2010	01/10/2010	Shady Grove Vol. Fire & Rescue	6	Non-Funded	Lee Day	(540) 587-0700
46310116	EMERGENCY VEHICLE OPERATION - CLASS 2	01/09/2010	01/10/2010	Shady Grove Vol. Fire & Rescue	6	Non-Funded	Lee Day	(540) 587-0700
46310117	EMERGENCY VEHICLE OPERATION - CLASS 3	01/09/2010	01/10/2010	Shady Grove Vol. Fire & Rescue	6	Non-Funded	Lee Day	(540) 587-0700

42110157	FIRE INSTRUCTOR I - NFPA 1041-07	12/01/2009	12/20/2009	Warren Co. Gov't Center	2	Funded	Kevin D. Catlett	(540) 635-3179
46110083	FIRE INSTRUCTOR I - NFPA 1041-07	01/09/2010	02/06/2010	Danville Comm. College RCATT Building	6	Funded	James Satterfield	(434) 203-0396
42310029	FIRE INSTRUCTOR II CERTIFICATION COURSE NFPA 1041-02	01/26/2010	03/30/2010	Frederick Co. Public Safety Bldg.	2	Non-Funded	Larry A. Oliver	(540) 665-6388
45110129	FIRE OFFICER I - (NFPA 1021-03)	01/12/2010	02/27/2010	Gloucester Fire Station 1 6595 Main St	5	Funded	Andy Nazak	(757) 746-4347
44110034	FIREFIGHTER I - NFPA 1001-02	01/09/2010	03/28/2010	Glade Spring Volunteer Fire Department	4	Funded	Division 4 Office	(276) 783-1446
44110031	FIREFIGHTER I - NFPA 1001-02	01/16/2010	03/14/2010	Abbs Valley Volunteer Fire Department	4	Funded	Division 4 Office	(276) 783-1446
42310028	FIREFIGHTER I AND II T-T-T	12/15/2009	12/15/2009	Frederick Co. Public Safety Bldg.	2	Non-Funded	Larry A. Oliver	(540) 665-6388
44110016	ICS-300: INTERMEDIATE ICS FOR EXPANDING INCIDENTS-STATE AGENCIES	01/23/2010	01/30/2010	Rugby Volunteer Fire Department	4	Funded	Division 4 Office	(276) 783-1446
42310019	IS-700 - NATIONAL INCIDENT MANAGEMENT SYSTEM INTRODUCTION	12/12/2009	12/12/2009	Frederick Co. Public Safety Bldg.	2	Non-Funded	Larry A. Oliver	(540) 665-6388
42310025	N.F.A. - NIMS/ICS FOR THE FIRST RESPONDER	12/12/2009	12/13/2009	Frederick Co. Public Safety Bldg.	2	Non-Funded	Larry A. Oliver	(540) 665-6388
41110139	N.F.A. - STRATEGY AND TACTICS FOR INITIAL COMPANY OPERATIONS	01/23/2010	01/24/2010	Tappahannock Essex VFD	1	Funded	Division I Office	(804) 249-1996
46110081	N.F.A. - STRATEGY AND TACTICS FOR INITIAL COMPANY OPERATIONS	12/05/2009	12/06/2009	South River Vfd	6	Funded	Ben Wilmer	(540) 460-6327
42310155	N.F.A. INCIDENT SAFETY OFFICER (ISO)	12/12/2009	12/13/2009	Culpeper Co. Company #8	2	Non-Funded	Robert W. Green	(540) 727-9624
43110055	N.F.A. INCIDENT SAFETY OFFICER (ISO)	01/16/2010	01/17/2010	Waynesboro Fire Dept.	3	Funded	Kenny Hyden	(540) 942-6730

### COMMENTS FROM THE VDFP DIRECTOR OF FINANCE

Christine Lopilato provided the following information:

- SCBA Maze Simulators and VDFP eligibility
  - AFG Reauthorization: H.R. 3791 makes state fire training agencies eligible to receive up to 3% of AFG funds through competition
  - Once the program specifics are released and the application period opened for the funding cycle being reauthorized, VDFP will research and prepare application if the project qualifies

### COMMENTS FROM THE COMMITTEE CHAIR

Ken Jones thanked the Committee members for their efforts on the 5 Year Training Plan.

### UNFINISHED BUSINESS

**Topic: SCBA MAZE Simulators – VDFP Eligibility**

**Motion: NA**

**Discussion:**

At the October 2009 meeting, the Board asked the Agency to determine if the Agency was eligible to apply for the federal grant (AFG) to purchase an SCBA Maze Simulator. Christine Lopilato, VDFP stated that:

- AFG Reauthorization: H.R. 3791 makes state fire training agencies eligible to receive up to 3% of AFG funds through competition
- Once the program specifics are released and the application period opened for the funding cycle being reauthorized, VDFP will research and prepare application if the project qualifies

**Vote:** NA

**Action:** NA

**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 at the Administration, Policy and Finance committee.

**Topic: Marine Firefighting**

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

**Discussion:** NA

**Vote:** unanimous

**Action:** to present at the Administration, Policy and Finance committee.

**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

**Topic: 5 Year Training Plan Update**

**Motion:** NA

**Discussion:**

On Wednesday, November 5, 2009 members of the VFSB and the Agency held a workgroup to begin the development of the Board's 5 Year Training Plan. At the conclusion of the meeting, the notes from the workgroup were sent to the committee members and the Agency for their review and comments.

It was requested that the notes from the November 5<sup>th</sup> meeting be sent to each Board member for distribution to their respective organizations. Ken Jones will be the POC to receive comments. The Committee Chair will write a cover letter to go along with the email.

The next 5 Year Training Plan meeting is schedule for Friday, February 26, 2010 at 2 pm. The meeting will be in the Virginia Beach Convention Center. The room location will be sent out prior to the meeting.

**Vote:** NA

**Action:** NA

**Topic: Pro Board**

**Motion:** NA

**Discussion:**

Ken Brown asked VDFP for a description of Pro Board.

Dave Jolly, VDFP, stated that Pro Board is a third party credentialing organization and Program is recognized by the Commonwealth of Virginia for FRAC card credentialing.

**Vote:** NA

**Action:** NA

**NEW BUSINESS**

**Topic: On-line versus In-Class ICS 300 & ICS 400 Training**

**Motion:** NA

**Discussion:**

Steve Grainer stated that if you take the VDEM ICS 300 or ICS 400 on-line through VDEM, the Agency will recognize the class(es).

Ken Clark, VDEM, stated that prior to taking a VDEM class, they require students to take a refresher course on-line.

**Vote:** NA

**Action:** NA

**ADJOURNMENT**

The Committee adjourned at 10:38 am.

Clerk of the Committee  
Brook M. Pittinger

**REVIEWED BY:**

*Donald E. Hansen*  
Don Hansen  
Branch Chief of Training & Operations

December 3, 2009  
Date

Enclosure:

1. Email from VDEM to VDFP

DRAFT