

VIRGINIA FIRE SERVICES BOARD
Fire Education and Training Committee
June 4, 2009

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

COMMITTEE MEMBERS PRESENT

Mike Armstrong – Committee Chair – VA Chapter of the International Society of Fire Service Instructors

Ken Jones –Virginia Fire Chiefs Association

Tom Moffett – Virginia Professional Firefighters Association

Felix Sarfo-Kantanka, Jr – General Public (appointed to form quorum)

COMMITTEE MEMBERS ABSENT

Kaye Brown – General Public

Joe Wilson – Industry (SARA Title III & OSHA)

Richard E. Burch Jr. – Virginia Fire Services Council

Kenneth J. Brown – Virginia State Firefighter’s Association

VFSB MEMBERS PRESENT

Robert Scott

Elaine Gall

AGENCY MEMBERS PRESENT

Billy Shelton

Russ Chandler

Christine Lopilato

Brook Pittinger

Dave Jolly

Erin Rice

GUESTS PRESENT

Charlie Singleton

Ed Rhodes

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 April 2010 meeting. With no changes to the minutes, the April 8, 2010 meeting minutes were approved.

CHANGES IN THE AGENDA

Unfinished Business:

- A. 5 Year Training Plan Update
- B. No Show Policy

New Business:

- A. No new business

PUBLIC COMMENTS

There were no public comments.

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

Dave Jolly provided the following information on behalf of Don Hansen:

The Training and Technical Services and Training and Operations Branches' are currently completing the fourth quarter, (FY10 Q4). Each of the program chiefs and discipline specific staff members have been working diligently with localities to finalize schedules and begin preparation for FY11

Course completions and Certificate issuance All Divisions in the Training and Operations and Training and Technical Services Branches are reporting they are currently completing all regularly scheduled courses that were requested. All courses are scheduled to be completed by fiscal year end June 15.

Driver Simulator policy – The Virginia Department of Fire Programs Driver Simulator policy has been completed and will be published to the website. This all inclusive policy covers agency responsibilities and locality expectations. The simulator program is not intended to replace the new Emergency Vehicle Operator program. It shall be available to localities, by request, for driver enhancement training and prevention programs.

Instructor Symposium 2010 – Will be held in Bedford County June 19 and 20, 2010 on the Satellite Campus of Central Virginia Community College. Division Chiefs have queried localities on most needed Train-the-Trainers and have placed them in the upcoming symposium. Division Offices began taking pre-test candidates as of April 1, 2010 through May 15, 2010. Current pre-registration is 85

Knowledge Center – Currently there are 10 classes published to the Knowledge Center which meet the demands of the Fire Service, Emergency Medical Services and Law Enforcement personnel. Currently we have 3447 registered users which is up from the 202 reported during the April Board meeting. *Fire Attack Intermediate* has been completed and is in the process of being published to the Knowledge Center.

Mobile Burn Building project Two of three mobile burn simulators shells are complete and will be fitted for interior appliances beginning mid-June. The third simulator is now in production and is on schedule to complete Mid-December. The Mobile Burn Building usage policy will be published by August Virginia Fire Service Board meeting.



NFA Weekend Emmitsburg MD Plans are being finalized for the 2011 NFA Weekend. The projected date if approved will be September 17-18, 2011. This event will host 4-5 courses to include one Train-the-Trainer. Once courses are approved by the NFA Program Manager, the courses will be advertised.

Quality Assurance Review – Chief Don Brown, Chief David Jolly and Chief Tim Estes have completed the Instructor Quality Assurance program. Anticipated role out of the Program Q/A will be mid-June for the new Fiscal year beginning July 2010. DRAFT program has been completed and is currently under review by Division Chiefs.

TRADE Region 3 Training The courses have been requested for FY11 to begin in February 2011. This year, Pennsylvania, Maryland and Virginia requested a 6-day course. Virginia Beach, if approved by NFA, will be the host of Command and Control of Incident Operations in early May 2011. Once again we were able to procure one additional offering in Virginia due to another TRADE Region forfeiture. ***The additional offering will be held in Chesterfield County.

Dates	Location	Course Title/Abbrev.
2/20-26/2011	Millersville, MD	Command and Control of Incident Operations

2/27-3/4/2011	Pittsburgh, PA	Fire Cause Determination for Company Officers
4/18-30/2011	*** Chesterfield, VA	Chemistry for Emergency Response
5/9-14/2011	Virginia Beach, VA	Command and Control of Incident Operations

Training and Technical Services Branch

Airport Rescue Fire Fighting Division update:

Since the last VFSB meeting, the Aircraft Rescue Fire Fighting Program has conducted its second Pilot (funded) of the new ARFF Program. The new program is an update to the International Fire Service Training Association (IFSTA) fifth edition Aircraft Rescue Fire Fighting manual. The class was at Manassas Regional Airport with twenty-eight students from three jurisdictions.

Aircraft Live Fire Training (funded) was held at Charlottesville/Albemarle Airport with thirty six personnel from the Charlottesville/Albemarle Airport Department of Public Safety and Albemarle County Fire and Rescue participating.

New Kent Fire - Rescue Fire Department and New Kent County Airport hosted the General Aviation Firefighting for Structural Firefighters (funded) April 16 & 17, at the New Kent Fire - Rescue Department. There were ten students.

The ARFF Program Chief met with the Airport Manager for the Virginia Highland Airport and the Fire Chief of the Abington Volunteer Fire Department to discuss conducting the General Aviation Fire Fighting for Structural Firefighters class. The class will be June 26 & 27, 2010 at the VA Highlands Airport.

The ARFF Program Chief met with the Airport Manager for the Tappahannock – Essex County Airport and the Deputy Chief of the Tappahannock Fire Department to discuss conducting the General Aviation Fire Fighting for Structural Firefighters class. The class is October 9 & 10, 2010.

The ARFF Program Chief scheduled a meeting with the Airport Manager for the Richlands Airport in Tazewell County and the Richlands Fire Department to discuss the General Aviation Fire Fighting for Structural Firefighters class. The meeting is July 20, 2010 and the class is October 2 & 3, 2010.

The ARFF program Chief and a representative of the Department of Aviation traveled to Montvale New Jersey to inspect the new Mobile Aircraft Rescue Fire Fighting Training Simulator (MARFFTS). This is the first time that all three of the trailers MARFFTS

will be in New Jersey. From this point Kidde Fire Trainers will be installing the computer systems, equipment, and other components of the MARFFTS. The expected delivery is early September 2010.

Curriculum & Quality Assurance Division update:

- The Mayday committee is in the final stages of their update of the operations program. The program will be piloted over the coming months and should be finalized for presentation in the fall of 2010.
- The EVOC program update has been completed. This program was reviewed to update mainly the legal section and provide clarification in some areas. The committee will be provided a disk for review. We will move forward with the updates being presented in mid-June at the Instructor program being held in Bedford.
- We are making steady progress with the review of the HTR programs. The committee members are finding that there is the potential for some major changes in the programs in order to comply with the appropriate NFPA standards.
- The Aerial Committee has met and began the review of the NFPA-1002 certification program. In addition, the committee is looking into the possibility of also developing an attendance program on basic truck operations. We are hoping to have the program ready for pilot by August/September.
- The Aircraft Rescue Firefighting Certification program has been updated to the new curriculum was piloted for the second time May 17-22, 2010 at the Manassas Regional Airport. The program will be packaged for the committees review.
- Last, the agency is working with the State Fire Chief's Association to support the upcoming 2011 Expo and Symposium. We met with their professional development committee on May 18th and started the class selection process. We will keep the board updated on our progress.

NIMS Program Division update:

Below is a recap of significant activities in my program area that may be of interest or concern to the Fire Services Board. Please let me know if you have any questions.

The third "round" of ICS Position-Specific T-t-T programs was completed in April in Emmitsburg, MD. FEMA continues to wrestle with administrative issues related to the Position-Specific programs.

Barring budget reductions, the EMI program manager for the Position Specific Programs has reported that at least one more Position-Specific T-t-T series has been scheduled in FFY 2011.

An offering of the NFA course, "Command and General Staff Functions in the Local IMT" (CGSFLIMIT) is scheduled for August 2-7 in Norfolk. The course has been scheduled in support of the development of the Hampton Roads Incident Management Team. At this time, the localities involved have indicated their expectation that the class will be filled by regional personnel and have asked that the class not be opened for statewide registration. VDFP is coordinating with VDOF and the USFA to select the instructors for this program. Daryl Louder from Fairfax County has withdrawn from the program, at least temporarily, as he will be retiring from Fairfax to take the position of Fire Chief in Contra Costa, California effective June 1, 2010. We will miss Daryl and his many contributions to the IMT and ICS training initiatives in the Commonwealth and wish him much success in his new challenge.

VDFP through the IMS Section can provide local/regional deliveries of the CGSFLIMIT course. This course is a one week (5 or 6 day) program consisting of a series of progressive exercise activities interspersed with classroom lecture addressing all of the primary Command and General Staff positions.

Since the last report for the April VFSB meeting, the following courses have been conducted through the IMS office: ICS-300 (3). The IMS program office will continue to support requests for ICS training (ICS 100-400, Unified Command, and IS course classroom delivery) as well as CGSFLIMIT, CGSF-PE, and "ICS Planning & Forms" with available resources including instructors and materials when requested.

VDFP is exploring dates to conduct one or more Command & General Staff-Practical Evolutions programs at the New Kent Forestry Center in August. Interested localities or individuals can contact Steve Grainer for further information.

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).

VDFP continues to participate in meetings hosted by VDEM to complete development of a guidance document for aspiring Incident Management Teams. Much of the development input has been provided by John Miller with VDOF using other states' materials. VDOF, with its depth of experience and involvement nationally in IMT programs is the most appropriate source for input that is compatible with existing national systems.

Grainer will provide a draft guidance document to the NIMS Q&A group by June with proposals for implementing and administering the Position-Specific training courses. This will be based on his familiarity with DHS draft guidance for these programs.

Technical Rescue Division update:

The Technical Rescue Division instructor cadre has been evaluating the “student teaching” of the six new HTR Specialists. Completion of this mentoring process will allow the specialists to serve as lead instructors for programs in the future. These new instructors should be available for the fall 2010 teaching term.

Technical Rescue programs were delivered at several regional schools this spring. Rope I and Vehicle Awareness/Operations at the Caroline Regional School, Rope 1 at the Albemarle Regional School, Confined Space Awareness/Operations at the Rockingham Regional School, and a Vehicle Rescue Technician at the Southampton Regional School. VDFP will be delivering a Trench Rescue Awareness/Operations and a Trench Rescue Technician at the 2010 Virginia Association of Volunteer Rescue Squad’s Rescue College at Virginia Tech in June.

The Technical Rescue Division continues to work with the Commonwealth of Virginia’s Division 1 Regional Technical Rescue Team to deliver classes funded by a FEMA State Homeland Security Grant. Additional classes are being scheduled for the fall 2010 season.

Work continues on the review of the technical rescue programs for compliance with the 2008 NFPA 1006 Standard on Technical Rescuer Professional Qualifications and the 2009 NFPA 1670 Standard on Operations and Training for Technical Search and Rescue Incidents. While NFPA 1006 addresses individual training at the Rescue Technician Level 1 and Level 2 for each discipline, the NFPA 1670 addresses training as it relates to incident response levels of awareness, operations, and technician. VDFP is attempting to develop programs which provide the necessary training to meet NFPA 1006 while ensuring that training will correlate to the NFPA 1670 by which jurisdictions operate at technical rescue incidents. Workgroups have been established for each of the disciplines to review the programs.

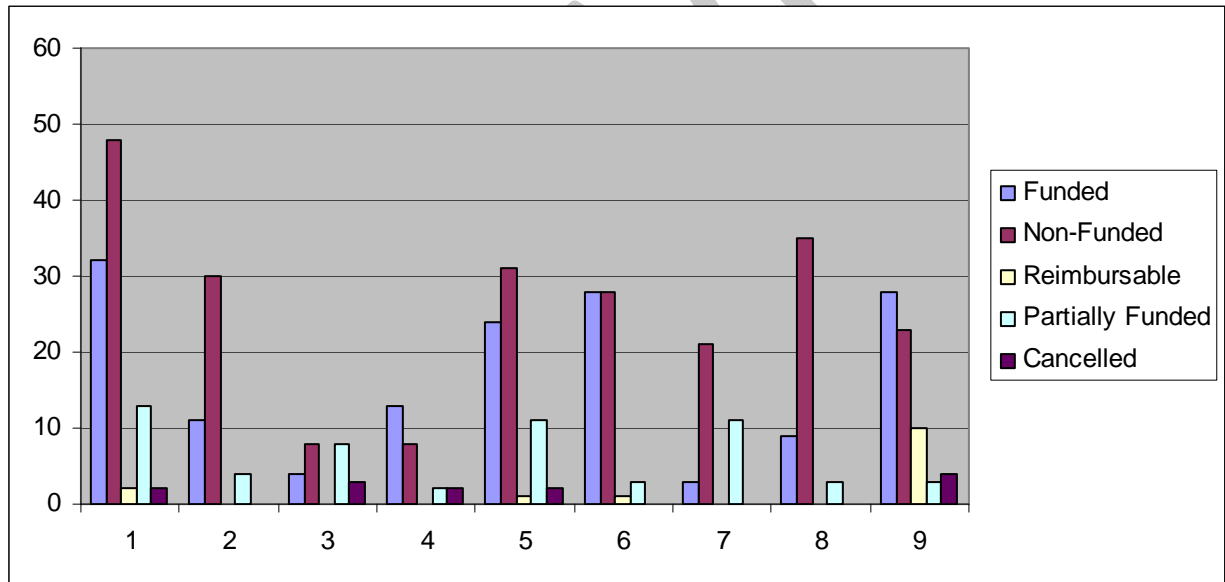
Technical Rescue Division Chief is again working with the (7) Divisional Technical Rescue Response Teams during the FY2009 cycle of the FEMA State Homeland Security Grant funding proposals to acquire additional funds for training and equipment.

The Technical Rescue Division Chief has also been looking at sites throughout the Commonwealth to serve as dedicated sites for the delivery of technician level training programs. Using pre-approved sites will provide for a consistent level of training throughout the Commonwealth and has the potential to improve the efficiency of the delivery of these programs. He has visited the Pittsylvania-Danville Regional Training facility, the City of Franklin Fire Training Center, and the Emergency Services Training Center at Dominion Power – Dutch Gap Plant. He is scheduled to visit other sites in the coming months to include the City of Charlottesville and County of Bedford.

Statistical Data April 1, 2010 through June 30, 2010

Division	Funded	Non-Funded	Reimbursable	Partially Funded	Cancelled
1	32	48	2	13	2
2	11	30		4	
3	4	8		8	3
4	13	8		2	2
5	24	31	1	11	2
6	28	28	1	3	
7	3	21		11	
8	9	35		3	
9	28	23	10	3	4
Total	152	232	14	58	13

469



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

FY10 four quarter course offerings

Funded	Non-Funded	Reimbursable	Partially Funded	Cancelled	
80	279	10	94	33	
85	268	14	44	16	
122	271	17	69	14	
152	232	14	58	13	
439	1050	55	265	76	1885

***** Final summation for FY10 will be presented during the August Board meeting**

Available Remaining courses

Note: This is a dynamic document that is 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
41310298	BASIC PUMP OPERATIONS - 16-HOUR TRAINING PROGRAM	06/16/2010	06/20/2010	Powhatan VFD, 3971 Old Buckingham Rd, 23139	1	Non-Funded	Pat Schoeffel	(804) 598-5646
45110246	BASIC PUMP OPERATIONS - 16-HOUR TRAINING PROGRAM	06/07/2010	06/13/2010	Mathews Station #1	5	Funded	Blake Hudgins	(804) 694-6360
46310013	BASIC PUMP OPERATIONS - 16-HOUR TRAINING PROGRAM	06/05/2010	06/06/2010	Mount Pleasant Volunteer Fire Department	6	Non-Funded	A. Kent Henson	(540) 580-2993
42310036	DRIVER/OPERATOR-AERIAL CERTIFICATION COURSE NFPA 1002-98	06/05/2010	06/15/2010	Frederick Co. Public Safety Bldg.	2	Non-Funded	Larry A. Oliver	(540) 665-6388
41110304	EMERGENCY VEHICLE OPERATION - CLASS 3	06/05/2010	06/06/2010	Louisa Fire Training Center	1	Funded	Michael Schlemmer	(540) 967-3452
46110174	Fire Attack - IFGO	06/05/2010	06/06/2010	MeadWestVaco Fire Brigade	6	Funded	Danny Milton	(540) 968-0030
49110025	FIRE SERVICE TRAINING - AIRCRAFT LIVE FIRE TRNG	06/05/2010	06/13/2010	Lynchburg Regional Airport	9	Funded	Tom Phalen	(804) 249-1980
49110018	FIRE SERVICE TRAINING - AIRCRAFT LIVE FIRE TRNG	06/12/2010	06/20/2010	Roanoke Regional Airport	9	Funded	Tom Phalen	(804) 249-1980
40110542	H-465/ICS 300 - INTERMEDIATE ICS FOR EXPANDING INCIDENTS	06/15/2010	06/17/2010	Roanoke	9	Funded	Steve Grainer/Barbara Rustin	(804) 249-2954
40110556	H-465/ICS 300 - INTERMEDIATE ICS FOR EXPANDING INCIDENTS	07/27/2010	07/29/2010	Abingdon VDSS-	9	Funded	Barbara Rustin	(804) 382-2509
40110549	H-467/ICS 400 - ADVANCED ICS FOR CGS & MACS OPS 1ST RESPONDERS	07/14/2010	07/15/2010	Richmond	9	Funded	Barbara Rustin	(804) 382-2509
46410004	HAZARDOUS MATERIALS AWARENESS & OPERATIONS NFPA 472-02	06/05/2010	06/13/2010	Glen Wilton Volunteer Fire Department	6	Partial	Chris Keyser	(540) 691-3524
42310037	ICS-400: ADVANCED ICS FOR CGS, COMPLEX INCIDENTS AND MACS	06/26/2010	06/27/2010	Frederick Co. Public Safety Bldg.	2	Non-Funded	Larry A. Oliver	(540) 665-6388
42110215	N.F.A. LEADERSHIP I: STRATEGIES FOR COMPANY SUCCESS	06/12/2010	06/13/2010	Blueridge Vol. Fire Department	2	Funded	John Fugman	(540) 672-1277
48110033	NFA - JUVENILE FIRESETTER I	06/15/2010	06/16/2010	Bristol	8	Funded	JD Jenkins	(804) 249-4177
48111008	PUBLIC SAFETY & LIFE SAFETY EDUCATOR II (NFPA-1035)	07/17/2010	07/18/2010	Rockingham County	8	Funded	JD Jenkins	(804) 249-4177
41110238	Rural Water Supply 16-Hour Training Program	06/05/2010	06/06/2010	Whitestone VFD	1	Funded	William Lewis	(804) 436-4334

**COMMENTS FROM THE VDFP LIAISON
Fiscal Services Director**

Christine Lopilato provided the following information:

- Mobile Burn Building Project Update
 - Mobile burn building units 1 and 2 have been certified at 25% completion; first installment disbursement made; expected delivery dates of September and November 2010 respectively
 - Mobile burn building unit 3 is in process of being certified at 25% completed; expected delivery date of December 2010
- SCBA Maze Simulators and VDFP eligibility
 - Update on the AFG/SAFER Reauthorization: H.R. 3791 Fire Grants Reauthorization Act of 2009: passed the House on November 18, 2009. The bill was referred to the Senate Homeland Security Committee. There have been no hearings; and no hearings have been scheduled on this bill as of April 2010. Once the Senate takes action, another update will be given.
- Annual Packages sent out June 3rd; annual packages include FY10 and FY11 ATL financial reporting documents, FY11 Training Mini Grant Applications, and FY11 VFIRS Hardware Grant Applications
 - Application Submission Reminders:
 - FY11 VFIRS Hardware Grant applications are due postmarked by August 31, 2010
 - FY11 Training Mini Grant applications are due postmarked by September 30, 2010

COMMENTS FROM THE COMMITTEE CHAIR

Mike Armstrong thanked the committee members for their hard work and those in attendance at the meeting.

UNFINISHED BUSINESS

Topic: 5 Year Training Plan

Motion: To accept and adopt the 5 year training plan as presented with the following timeline added: comments deadline by January 30th each year; discussion at the February meeting and final approval at the April meeting.

Discussion:

It was noted that the 5 Year Training Plan is a living document that will be reviewed and revised at a minimum of at least once annually.

It was noted that the committee needs to develop deadlines for submitting comments and revisions so that a mechanism to provide feedback and is established and manageable.

Vote: unanimous

Action: To present at the Full Board.

Topic: No Show Policy

Motion: To accept the No Show Policy as presented with a July 1, 2010 effective date.

Discussion:

The following comments were made regarding the **No Show Policy** that was developed as part of the 5 Year Training Plan.

- It was noted that the policy could be made more severe/stricter regarding students that do not show for the course and fail to cancel their registration prior to the class.
- It was also noted that starting with a 'looser' policy and making it more severe as the policy is implemented would allow the Board and Agency greater latitude.

Vote: unanimous

Action: To present at the Full Board.

NEW BUSINESS

There was no New Business discussed.

Ken Jones thanked the committee for his time on the committee and stressed the importance of training to ensure the members of the fire services are adequately prepared for the multiple scenarios they may face in the field.

ADJOURNMENT

The Committee adjourned at 9:40 am

Clerk of the Committee
Brook M. Pittinger

REVIEWED BY:



David Jolly
Acting Branch Chief of Training & Operations

June 8, 2010

Date

No Enclosures.

APPROVED