

VIRGINIA FIRE SERVICES BOARD
Fire Education and Training Committee
August 17, 2007

A regular meeting of the Committee on Fire Education and Training was held at the Hampton Convention Center in Hampton, VA at 9:30 am. Mr. Richard E. Burch Jr. served as Chair.

COMMITTEE MEMBERS PRESENT

Kenneth Brown
Gary Eads
Ken Jones
Tom Moffett
Richard E. Burch Jr. - Chair

COMMITTEE MEMBERS ABSENT

Thomas Fuqua

VFSB MEMBERS PRESENT

Dennis Mitchell
Chris Kollman
Barbara Hamm
Mike Reilly

AGENCY MEMBERS PRESENT

Teresa Duncan
Christine Lopilato
Billy Shelton
Brook Pittinger
David Jolly
Russ Chandler
Larry McAndrews

GUESTS PRESENT

Dickie Harris - VSFA
Kurt Kight – Faquire County Fire & Rescue
John Miller – VDOF
Jeff Flippo – Frederick County Fire & Rescue
Chris Leonard – Hanover Fire –EMS
Darrey Hodges – Farmville Fire Department
Mark Mills – Farmville Fire Department
Richard Wallace – Farmville Fire Department
Michael Barakey – Virginia Beach Fire Department

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 June 2007 meeting. With no changes to the minutes, the June 1, 2007 meeting minutes were approved.

CHANGES IN THE AGENDA

Unfinished Business:

- A. Master firefighter curriculum presentation

New Business:

- A. Statewide Recruitment & Retention
- B. NIMS, Statewide Emergency Response Annex (SERA), MIST & ICS 300 and 400 Presentation – Steve Grainer
- C. Burn Buildings for FMA
- D. SCBA Training
- E. Higher Education Opportunities
- F. Dry Hydrants
- G. VFIS Operation Safe Arrival

PUBLIC COMMENTS

Dickie Harris, VSFA, thanked the Board for holding their meeting in conjunction with the VA State Firefighters conference.

Larry Gwaltney, VSFA, also thanked the Board for holding their meeting in conjunction with the VA State Firefighters conference.

Jeff Fillpo provided information on the 1 day recertification program for 1033 and 1035 being held at the Greenwood Fire & Rescue Company. Application – Enclosure 6.

COMMENTS FROM THE VDFF LIAISON Branch Chief of Training & Operations

The following information was provided by Larry McAndrews.

Training and Technical Services Branch and the Operations Branch continue to be very busy closing out schools from FY 2007 and beginning of FY 2008. We have brought 10 new Adjunct Instructors on board and are looking to start another process in July.

The Virginia Department of Fire Programs (VDFP) Adjunct hiring process will be open for the period of time beginning July 1, 2007 through August 31, 2007 close of business.

Further information please can be found on VDFP web page.

Friday August 10th Sam Burnette the new Division 5 Chief and Bobby Bailey of the VFMA began working

The budget has been approved and released for the FY2008 fiscal year at last years funding.

FSTRS

We continue to work towards converting away from Social Security numbers. Improvements have been made and the system appears to be working with little to no problems.

Foam Trailers

We are finishing delivering Foam Trailers across the state. Newport News and Charlottesville are the latest to be delivered. New Kent County has tentatively accepted the foam trailer for Division 1.

NIMS

Steve Grainer, VDFP, with John Miller, VDOF, began teaching ICS 300 & 400 TtT in Culpepper and next week will be here in Hampton conducting another TtT. Steve Grainer is conducting a ICS 300 as part of the VA Firefighters conference.

FY07 Training Report

Division	0	1	2	3	4	5	6	7	8	9	Total
Funded	13	80	42	81	69	60	55	43	49	53	545
Non-funded	4	272	205	120	32	329	202	221	109	33	1525
Reimbursable	0	3	0	0	1	21	1	9	1	2	38
Cancelled	0	43	22	57	34	11	22	0	4	2	170
	17	361	253	256	123	391	289	238	158	84	2169

Richard Burch requested that VDFP provide a copy of the financial record for FY07 – Enclosure 1.

Please remember:

Beginning October 1st 2007, ICS 100 and ICS 200 are pre-requisite requirements for all NFA classes. The agency will be following the new NFA Policy.

The following programs are currently under development.

- Fire Officer IV –pilot program begins August 22nd in Hampton;
- Fire Instructor II – under pilot (currently scheduled to be presented at October VFSB meeting);
- Hazmat Awareness & Operations – coordinated effort with VDEM;
- Driver Pump Operator – committee has now met twice;
- Swift Water Rescue Awareness & Operations;
- Confine Space Technician - under pilot – class conducted this past weekend in Franklin;
- Trench Rescue - under pilot;
- Fire Officer I & II Committee has now met twice;

STATEWIDE

HTR specialist testing training session June 9, 2007:

HTR Specialist testing was conducted on June 22 – 24th and we had 5 successful candidates. We held an Adjunct Orientation for these 5 instructors, 2 from the VFMA and 2 statewide instructors bringing the total to 34 of 50 approved by the Secretary of Public Safety back in April.

Beginning July 1st HTR program delivery and coordination will be delivered by the HTR Program Chief to include issuing of certificates.

2007 Virginia Weekend at the National Fire Academy is this weekend August 18 – 19, 2007

Instructor Evaluations

The following chart is the number of random classes that instructor evaluations will be done this fiscal year by divisions.

	Total Schools		Total Schools to be monitored FY 2008
Division 0	17	0.85	1
Division 1	308	15.4	15
Division 2	268	13.4	13
Division 3	259	12.95	13
Division 4	140	7	7
Division 5	421	21.05	21
Division 6	294	14.7	15
Division 7	273	13.65	14
Division 8	165	8.25	8

Division 9	90	4.5	5
	2235		112

2007 Adjunct and Instructor In-service dates announced

- Division 6 September 15, 2007 Roanoke Valley Regional Training Center 1220 Kessler Mill Road, Salem, Virginia 24153
- Division 7 September 29, 2007 Prince William County Training Center 13101 Public Safety Drive, Nokesville, Virginia 20181
- Division 1 October 13, 2007 Chesterfield County Training Center 6610 Public Safety Way, Chesterfield, Virginia 23832 **FULL**
- Division 2 October 27, 2007 Winchester Regional School Dowell J Howard Vocational Technical School 156 Dowell J Circle Winchester, VA
- Division 4 November 3, 2007 Abingdon Volunteer Fire Department 316 Park Street, Abingdon, Virginia 24210
- Division 3 December 15, 2007 Division 3 Office Farmville Virginia

FY 2007 Programs

Attached is a Table with the list of funded, non-funded and reimbursable classes for FY2007 for Certification classes and Attendance classes (Enclosure 1). The table lists the number of classes, total certificates issued, Average class size, average cost per class and the total money required to completely fund all of these programs. Currently the agency is funding 26% of all classes, 72% are non-funded classes with 2% reimbursable.

The following shows the past three year statistics

FY 05: 1953

- Funded: 591 (30%)
- Non-Funded: 1306 (67%)
- Reimbursable: 53 (2%)

FY 06: 2130

- Funded: 670 (31.5%)
- Non-Funded: 1439 (67.5%)
- Reimbursable: 21 (.9%)

FY 07: 2320

- Funded: 545 (26%)
- Non-Funded: 1525 (72%)
- Reimbursable: 38 (1.2%)

Enclosure 2 – 2007 Cancelled Funded Classes.

Rick Burch requested that a report be completed by VDFP that reflects which classes can have their class sizes reduced. The report should be broken down for VDFP's 56 courses and contain 3 columns: NFA Courses; VDFP Courses that must maintain current class size; and VDFP Courses that can potentially have their class size reduced. VDFP will have the report completed for the October 2007 Board meeting.

Ken Brown asked what courses VDFP could offer on-line independent of going through the community college system. VDFP will include a fourth column on the report to include courses that VDFP can offer on-line.

COMMENTS FROM THE COMMITTEE CHAIR

Rick Burch recognized the hard work and dedication that Ken Brown demonstrated as the committee chair.

Rick Burch also requested that when requesting future agenda items the requestor should include a brief description of the agenda item. This will allow the committee and VDFP time to research each request and ensure that everyone is prepared to discuss the agenda item.

UNFINISHED BUSINESS

Topic: Master Firefighter curriculum presentation – Enclosure 3

Motion: NA

Discussion:

Dave Jolly, VDFP, provided a presentation on the Master Firefight Curriculum being developed by VDFP, per the Board's request.

The master firefighter curriculum is being developed for those firefighters that have completed the basic firefighting program, but have not yet completed the Officer course(s).

The work group developed 6 recommendations:

- Course work can be used towards Officer 1 (some portion);
- No more than 32 hours;
- Modularize program;
- Ensure this course works with Officer 1;
- Change name of the program to "Master Technician"; and
- Develop in conjunction with Fire Office rewrite.

Modular layout:

- Module 1 – 4 hours – officers roles and readiness;
- Module 2 – 4 hours – communication and legal issues;
- Module 3 – 8 hours – safety issues and concerns;

- Module 4 – 8 hours – building construction & fire behavior;
- Module 5 – 8 hours – overview of incident management.

The committee requested the curriculum development be fast tracked to get it implemented ASAP.

Dave Jolly commented that VDFP is hoping to begin the pilot process January 2008.

Vote: NA

Action: NA

Recess at 10:29 am
Reconvened at 10:42 am

NEW BUSINESS

Topic: Statewide recruitment and retention

Motion: NA

Discussion:

Chris Leonard, VA Recruitment and Retention Network, provided information on the history of the Network and its purpose – Enclosure 4. Meetings are every other month on a Friday afternoon. Meetings topics cover: staffing, recruitment, membership, numbers, increase awareness, reorganization and awards, mentoring programs, media training, and morale. They have had a tradeshow workshop, which covered table displays and recruitment as well. Participation has been from VAVRS, VDFP and hoping to solicit participation from State Firefighters. The next meeting is scheduled for October 12, 2007 in Roanoke County. For additional information contact Chris Leonard.

Billy Shelton stated that VDFP is working on a recruitment and retention video in conjunction with OEMS.

Rick Burch discussed the NFA study on recruitment and retention that stated that unsatisfactory leadership is one of the main reasons for volunteer depletion.

Vote: NA

Action: NA

Topic: NIMS, Statewide Emergency Response Annex (SERA), MIST & ICS 300 and 400 Presentation – Enclosure 5

Motion: NA

Discussion:

Steve Grainer provided a presentation on the revised NIMS – Enclosure 5. The following information was covered:

- Revision background;
- Key review and revision issues;
- Document reorganization;
- Preparedness;
- Communication & Information management;
- Resource Management;
- New graphics/figures included in revised document & highlighted key points;
- Command and Management;
- Incident Command System; and
- Ongoing management and maintenance (absorbed previous Supporting Technologies modules).

Rick Burch asked whether the new NIMS Federal Mandate would include an 18 month compliance requirement. Steve Grainer, VDFP, stated that he had not yet heard of the requirement, but that he is diligently monitoring all NIMS related issues.

Rick Burch asked Steve Grainer to update the committee on his meetings between VDFP and VDEM to discuss standardizing the ICS 300 and 400 curriculums.

Steve Grainer provided the following report on Standardized ICS Training:

- Currently there are approximately 3 versions of the ICS 300 and 400 programs.
- This occurred because DHS never established a national/standardized curriculum (EMI, NFA and NWCG).
- The biggest difference between the three programs is course delivery times. Steve Grainer also described the differences that each curriculum focuses on.
- VDFP recommends adopting the NWCG training programs. It is also recommended that the entire state adopts the NWCG curriculum for uniformity and allows VDOF to maintain career development requirements.
- Adapt the NFA Planning Unit (Unit 5) as a stand-alone training program to augment fundamental I-300 training in the planning process. This will

- provide a bridge for training that may meet “check the box” training and the performance competency training needed for actual IAP capabilities.
- Steve is estimating 14 ICS 400 training classes in FY08 (2 per VDFP division).

Rick Burch asked what is preventing VDEM and VDFP from coming together on compromising on one curriculum.

Billy Shelton read an email from Mike Kline, VDEM, that recommends taking the issue up with the CPWG training committee. Billy Shelton also stated that VDFP has a meeting planned with VDEM in September to discuss this issue. An audience member asked if it is the intent that the standardized curriculum be used for both the public and private sector. Steve Grainer responded that ICS is a management tool that can be applied across the board. Rick Burch added that the programs need to be equivalent to ensure all training programs are recognized equally from organization-to-organization.

Vote: NA

Action: NA

Topic: Burn Buildings for the Fire Marshal Academy

Motion: NA

Discussion:

Russ Chandler said that since the 1990s the FMA has been using acquired structures for the 1033 courses. As times have changed, the FMA is obtaining fewer structures and many of them are requiring major construction renovations in order to make them safe for training.

Russ Chandler requested that a mobile burn building be included in the burn building grant program.

Richard Burch thanked Russ Chandler for bringing the issue to the Training Committees attention and informed Russ Chandler that the formal request should be brought forth at the Administration & Finance Committee.

Vote: NA

Action: NA

Topic: SCBA Training

Motion: NA

Discussion:

Ken Brown requested that the Board explore acquiring several mobile trailers that can be used for SCBA Maze training.

Dennis Mitchell added that mini-grants are available for localities that would like to assemble SCBA Maze trailers.

Ken Brown requested that VDFP research the potential to acquire mobile SCBA Maze trailers for utilization throughout the Commonwealth.

Ken Jones encouraged localities to work with local companies to acquire trailer(s) that can be used for the SCBA Maze training and the necessary moving equipment (to move the trailer(s)). Mr. Jones stated that private companies will make a donation to the locality in order to receive the tax write-off.

Vote: NA

Action: NA

Topic: Higher Education Opportunities

Motion: NA

Discussion:

Ken Jones provided information on the importance of higher education training opportunities. Mr. Jones shared information contained in Newport News' Fire Departments higher education strategic plan and will provide a copy to the Board at the October meeting.

Vote: NA

Action: NA

Topic: Dry Fire Hydrants

Motion: NA

Discussion:

Billy Shelton reviewed the VDOF provided dry fire hydrants statistics and stated that VDFP is proposing to increase funding to the dry fire hydrant

grant program from \$100K to \$200K (in agency's legislative proposal to increase Fire Programs Fund from 1% to 1.5%).

VIRGINIA DRY HYDRANT PROGRAM STATISTICS

YEAR	# of Applications	# Funded	\$ Funded	REPAIRS (all funded)
2000	147	111		
2001	99	79		
2002	80	54		
2003	140	49		4
2004	176	86		2
2005	96	44		12
2006	76	34		8
2007	82	82		10
<u>2008</u>	<u>106</u>	<u>76</u>		<u>none to date</u>
Total	1002	615		
Average	111	68		

* Repairs under the program began in 2003

$$\begin{aligned}
 &68 \times \$2300 \\
 &= \$156,400 \\
 111 \times \$2300 &= \$255,300
 \end{aligned}$$

Vote: NA

Action: NA

Topic: VFIS Operation Safe Arrival

Motion: NA

Discussion:

Dave Jolly provided a follow up on the VFIS Operation Safe Arrival program. He expects it to be completed within 4 to 6 months. VFIS is tailoring the program to Virginia specifications.

Dennis Mitchell asked if the Admin and Finance Committee should set funding aside to aid in funding the VFIS curriculum.

The training committee supports the project and funding will be discussed at the Admin & Finance Committee meeting.

Vote: NA

Action: NA

ADJOURNMENT

The Committee adjourned at 12:11 pm

Clerk of the Committee
Brook M. Pittinger

REVIEWED BY:



August 21, 2007

Larry McAndrews, VDFP Liaison

Date

Enclosures:

1. **FY07 Certification and Attendance Costs**
2. **FY07 Cancelled Funded Classes**
3. **Master Firefighter Curriculum report**
4. **Recruitment & Retention letter**
5. **NIMS, Statewide Emergency Response Annex (SERA), MIST & ICS 300 and 400 Presentation**
6. **The Shenandoah Valley Joint Committee on Fire & Arson – Application**