

**VIRGINIA FIRE SERVICES BOARD**  
**Fire Education and Training Committee**  
**February 24, 2005**

A regular meeting of the Committee on Fire Education and Training was held at the Pavilion Convention Center in Virginia Beach at 10:00 a.m. Mr. Thomas Fuqua Served as Chair.

**COMMITTEE MEMBERS PRESENT**

Ken Brown  
Gary Eads  
Thomas Fuqua – Chair  
Floyd Greene  
Lora Sharkey  
Richard Steinberg

**COMMITTEE MEMBERS ABSENT**

None

**VFSB MEMBERS PRESENT**

J. Chris Kollman, III  
Bill Kyger  
Dennis Mitchell  
Mike Reilly

**AGENCY MEMBERS PRESENT**

Russ Chandler  
Ron Collins  
Aubrey “Buddy” Hyde, Jr.  
Nausheen Khan  
Christy King  
Larry McAndrews – VDFP Liaison  
Dianette Phifer  
Mark Morton  
Billy Shelton  
Drew Wallner

**GUEST PRESENT**

Dickie Atkins  
Keith Brower  
Rich Burch

Spotswood Conelly  
Steve Eanes  
Chris Eudaily  
Jeff Flippo  
Charlie Hing  
Kurt Kight  
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 December 2004 meeting. With there being no changes the December 2, 2004 meeting minutes were approved.

### **CHANGES TO THE AGENDA**

#### **Unfinished Business:**

**Add:** A: Roanoke County  
C: Burn Building Policy

#### **New Business:**

**Add:** C: Spotsylvania request for additional \$105,000 for burn building project  
D: Pulaski request for additional \$105,000 for burn building project  
E: Gloucester request for additional \$105,000 for burn building project  
F: Lexin Drywall

### **PUBLIC COMMENTS**

Len Enz thanked on behalf of Blackstone and mentioned that the burn building is almost complete- currently built up to the 3<sup>rd</sup> floor.

### **COMMENTS FROM THE VDFP LIAISON**

We continue to be very busy. The Richmond consolidation move is complete and everyone is now at 1005 Technology Park Drive in Glen Allen. The facility is very nice with a large conference room and classroom.

Technical Rescue – Mark Morton our Technical Rescue Program Chief has completed the identifying of the 7 regional technical rescue teams. This was done in three phases: questionnaire, on site visit by Mark Morton and Tom Phalen VDFP staff, with the final evaluation conducted by evaluators from outside of the Commonwealth.

Division 1 – Chesterfield; Division 2 – Harrisonburg; Division 3 – Lynchburg;  
Division 4 – Bristol; Division 5 - Taskforce 2; Division 6 – Roanoke County (made  
up of Roanoke City/County and City of Salem)

Steve Grainier – NIMS Program Chief has been very busy keeping up with NIMS.  
He has been teaching IS 700 which is a 1 ½ hour NIMS Awareness Course.  
(This class can be taken online at <http://training.fema.gov/EMLweb/IS/IS700.asp>)

### **Programs:**

Fire Officer III Pilot classes to begin starting with Bristol

We are still working on the Burn Compliance Officer program

Mayday RIT – Pilot class to begin at Ft. Pickett in March

### **Regional Schools**

Southside Regional Fire School March 19 – 20 @ Ft. Pickett

Albemarle County Regional Fire School March 19 – 20

ARFF 48 Hour Certification Course March 21 – 26 Richmond

Southampton Regional Fire School April 2 – 3 Franklin

Caroline County Regional Fire School April 23 – 24

2005 Ft. Pickett Wildland Fire Academy put on by VDOF May 10 – 15

### **COMMENTS FROM THE COMMITTEE CHAIR**

The Chair thanked the committee members for attending the meeting and thanked VFCA for providing venue for meeting. He also thanked 3 past VFSB members that were present. Recognized Jeff Flippo as he retired and was recognized by the House of Delegates. Also mentioned talk about the burn buildings- Completed 5-year plan funding through FY05. 2 new members of VDFP were introduced and welcomed (VFSB Clerk and Intern).

### **UNFINISHED BUSINESS**

**Topic: Roanoke County**

**Motion: None**

**Discussion:** Roanoke County presented a brief PowerPoint to illustrate how their monies for training mini-grants have been put to use. Chairman thanked Roanoke County for the presentation.

**Vote:** None

**Action:** None

**Topic: Report on replies from localities with approved Burn Building Projects**

**Motion:** None

**Discussion:** VDFFP Executive Director reported POC's and status forms were sent to the approved localities. Out of 19 localities, only 2 did not send back paperwork by the deadline. 1 locality sent it in after the deadline. A spreadsheet was created to outline the different projects. There are 8 repair projects and 11 new burn building projects on the spreadsheet.

The Committee was asked a question on what to do if a municipality doesn't do what they said they would do. If the locality doesn't start building by the end of the FY 05 then the grant will be canceled and the locality would be required to reapply for the burn building grant.

Another question was asked on how to follow up with the localities. Suggestions were made on first to digest the information in the VFSB Burn Building Update 2005 Book. The projects need to be prioritized and the committee should have the responsibility to follow up with the POC. It was also mentioned that when making motions involving money, 3 components should be included: locality, exact dollar amount, and when the monies would be used.

Another question was asked on when to 'pull the plug.' July 1<sup>st</sup> seemed like the consensus; however, public guest mentioned to make sure that entire public and localities are aware of this decision. It was also mentioned that localities need to follow through with requests and Board is commended for regulating this. Discussion ensued regarding the hiring of outside professional help.

The general consensus was that localities should deal with their specific situations themselves rather than the Board assigning general help, because localities have experience building far more complex structures.

**Vote:** None

**Action:** None

**Topic: Request from Lenny Enz to address the committee concerning the payment schedule for burn building projects**

**Motion:** Payments will be made at 5 benchmarks: the payment for A&E fees is at the completion of that work; the first 25% of the grant award is payable upon issuance of the building permit; the second 25% of the grant award is payable upon substantial completion of 50% of the construction of the burn building; the third 25% of the grant award is payable upon substantial of completion of 75% construction of the burn building; and the final 25% of the grant award is payable upon completion of the construction of the burn building.

**Discussion:** Funding mechanisms between different burn buildings were discussed. There was a consideration for making funding process smoother, which is especially beneficial to smaller localities. Asking to go from 25/25/50 to 25/25/25/25 funding method.

It was mentioned that 25/25/50 was changed from 0/100; therefore, benefit was given to localities. Someone then mentioned that it went from 0/100 to 50/50 actually so now it is 25/25/50.

It was noted that this change would not affect the department too much; however, must be careful since the Department of Planning and Budgeting might ask where the money is going sooner than usual. It was asked if it is possible to get a more competitive bid if policy switches to 25/25/25/25 funding method.

It was mentioned that payment schedule might not be the issue; rather, the issue might be that burn buildings need a different location, etc.

**Vote:** Motion defeated

**Action:** None

**Topic: Burn Building Policy**

**Motion:** None

**Discussion:** Changes have been made and will be signed by VFSB Chair and VDFP Executive Director.

**Vote:** None

**Action:** None

## **NEW BUSINESS**

**Topic: Request from Chesterfield County Fire and EMS to address the committee concerning burn building repairs and construction on a new burn building**

**Motion:** Change the Chesterfield County Burn Building Repair Project from the repair project to a new construction project in the amount of \$400,000 plus up to \$30,000 for A&E Fees to be funded in FY2006

**Discussion:** A representative from Chesterfield County approached the committee regarding their burn building project. They have hope for new facility, as presented but well aware that current request surpasses budget; however, they plan for these components ultimately. Total project is about \$5 million and locality is short about \$2 million.

**Vote:** Motion carried

**Action:** to bring before Finance Committee

**Topic: Spotsylvania request from \$325,000 to \$430,000 for burn building project**

**Motion:** Increase grant amount for regional burn building with lead agency as Spotsylvania County from \$325,000 to new amount up to \$430,000

**Discussion:** None

**Vote:** Motion Carried

**Action:** To bring before Finance Committee

**Topic: Pulaski request from \$325,000 to \$430,000 for burn building project**

**Motion:** Increase grant amount for burn building in Pulaski from \$325,000 new amount up to \$430,000

**Discussion:** None

**Vote:** Motion carried

**Action:** To bring before Finance Committee

**Topic: Gloucester request from \$325,000 to \$430,000 for burn building project**

**Motion:** To increase the maximum total award for Gloucester County for burn building construction from \$325,000 to \$430,000

**Discussion:** None

**Vote:** Motion carried

**Action:** to bring before Finance Committee

**Topic: New Type of Drywall-Lexan**

**Enclosure – 1.** New Reinforced Drywall Lined with Lexan

**Motion:** None

**Discussion:** None

**Vote:** None

**Action:** Code committee to work on a code that requires notification to the fire services when this chemical is used in drywall for the construction of any type of structure

## **ADJOURNMENT**

The Committee adjourned at 12:17 p.m.

Clerk of the Committee  
Nausheen I. Khan

**REVIEWED BY:**

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Larry McAndrews, VDFP Liaison

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Date

**Enclosures:**

1. New Reinforced Drywall Lined with Lexan

**VIRGINIA FIRE SERVICES BOARD**  
**Fire Prevention and Control Committee**  
**February 24, 2005**

A regular meeting of the Committee on Fire Prevention and Control was held at the Pavilion Convention Center in Virginia Beach on Thursday, February 24, 2005 at 1:00 p.m. Mr. Dennis Mitchell served as Chair.

**COMMITTEE MEMBERS PRESENT**

Ed Altizer  
Dennis Mitchell – Chair  
Brain Mullins  
Mike Reilly  
Robert Smith

**COMMITTEE MEMBERS ABSENT**

Susan Williams

**VFSB MEMBERS PRESENT**

Gary Eads  
Thomas Fuqua  
Floyd Greene  
J. Chris Kollman, III  
Richard Steinberg

**AGENCY MEMBERS PRESENT**

Russ Chandler  
Aubrey “Buddy” Hyde, Jr.  
Nausheen Khan  
Christy King  
Billy Shelton- VDFP Liaison  
Drew Wallner

**GUEST PRESENT**

Steve Eanes  
Len Enz  
Chris Eudaily  
Jeff Flippo  
Larry Gwaitney  
John Miller

## **APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING**

The Chair asked if there were any additions and/or corrections to the minutes of the December 2005 meeting. With there being no changes the December 2, 2005 meeting minutes were approved.

## **CHANGES TO THE AGENDA**

**Unfinished Business:** None

**New Business: Add:** B: Fire Prevention and Control Plan  
C: Reliable Sprinkler Heads  
D: Legislation

**PUBLIC COMMENTS:** None

## **COMMENTS FROM THE VDFP LIAISON**

The Liaison mentioned that it was an honor and privilege to serve as liaison. Also said that if anyone needs anything or would like to contact him, please call/email.

## **COMMENTS FROM THE COMMITTEE CHAIR**

The Committee Chair informed of a Dry hydrant meeting, Friday after the Full VFSB meeting.

Roanoke County gave a presentation on mini-grants. Roanoke County was thanked for the information given.

## **COMMENTS FROM THE VIRGINIA FIRE MARSHAL ACADEMY**

**Enclosure – 1.** VFMA February 2005 Report

## **CODE CHANGE AND DEVELOPMENT COMMITTEE**

**Motion:** None

**Discussion:** *March 11<sup>th</sup>:* Code and Standards meeting with Board of Housing. 1<sup>st</sup> time that proposed changes will be read publicly but will not be a public hearing- a public meeting.

*March 17<sup>th</sup>:* 1<sup>st</sup> Public hearing on proposed changes to the Code will be in Richmond. Board invited to attend this meeting. The Code committee will not be answering questions but will be there for discussion and to hear comments.

**Vote:** None

**Action:** None

**Topic: New Type of Drywall-Lexan**

**Enclosure – 2.** New Reinforced Drywall Lined with Lexan

**Motion:** None

**Discussion:** It was also mentioned that there will probably be a work session regarding this matter, sometime before the April meeting.

**Vote:** None

**Action:** VFSB Code Change and Development subcommittee to work on a code that requires notification to the fire services when this chemical is used in drywall for the construction of any type of structure

NOTE: Code changes can be submitted up until March 11<sup>th</sup>.

## **UNFINISHED BUSINESS**

**Topic: VFIRS Policy**

**Motion:** None

**Discussion:** The committee has received comments from the OAG on the VFIRS Hardware Grant Policy. The committee will review the document and if any comments, send to VFSB Clerk. Adoption will hopefully be at the next meeting. It was mentioned to ensure that all VFSB members have copies of the VFIRS policy. Question was asked if the draft will/should be placed on the website. After discussion, consensus showed that it should not be placed on website.

**Vote:** None

**Action:** None

## **NEW BUSINESS**

**Topic: Fire Prevention Control Plan**

**Motion:** None

**Discussion:** New project to revise the Fire Prevention Control Document as it has not been updated since 1987. Different sections will be given to committee members for edit.

**Vote:** None

**Action:** None

**Topic: Mini-Grant Policy**

**Enclosure – 3.** Mini-Grant Policy

**Motion:** None

**Discussion:** The Wednesday work session on FAQ's for Training Mini-Grants was helpful and discussion continued about the draft. The document will be sent out in a few weeks to every board member. This document is not policy – it is only a guidance document since mini-grant document is subject to change every year due to funding.

**Vote:** None

**Action:** None

**Topic: Reliable Sprinkler Heads**

**Motion:** None

**Discussion:** The VFSB was informed of an apartment complex fire with \$1.5 million damage- problem was that the balconies were not protected as the sprinkler heads failed to respond. 30 sample heads showed that 3 heads did not activate. They were all exterior sidewall dry heads. Their operation is very similar to the Omega from years ago. There is great concern regarding working sprinkler systems. Current ICC standard is that heads should be checked every 50 years.

**Vote:** None

**Action:** None

**Topic: Legislation**

**Motion:** None

**Discussion:** The committee was briefed on a few legislative issues impacting fire prevention. HB 2684 (Smokeless powder) was successfully defeated this session, this piece of legislation would have eliminated local authority in regards to smokeless powder. HB 984 (Tunnels) would

remove highway tunnels from fire code so that transportation board would have to develop national standards.

**Vote:** None

**Action:** None

## **ADJOURNMENT**

The Committee adjourned at 1:43 p.m.

Clerk of the Committee  
Nausheen I. Khan

## **REVIEWED BY:**

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Billy Shelton, VDFP Liaison

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Date

## **Enclosures:**

1. VFMA February 2005 Report
2. New Reinforced Drywall Lined with Lexan
3. Mini-Grant Policy

**VIRGINIA FIRE SERVICES BOARD**  
**Administration, Policy and Finance Committee**  
**February 24, 2005**

A regular meeting of the Committee on Fire Administration & Policy and Finance Committee was held at the Pavilion Convention Center in Virginia Beach on Thursday, February 24, 2005 at 2:30 p.m. Mr. Floyd Greene served as Chair.

**COMMITTEE MEMBERS PRESENT**

Thomas Fuqua  
Floyd Green - Chairman  
J. Chris Kollman  
William Kyger  
Dennis Mitchell

**COMMITTEE MEMBERS ABSENT**

Carl Garrison, III

**VFSB MEMBERS PRESENT**

Ed Altizer  
Ken Brown  
Gary Eads  
Mike Reilly  
Lora Sharkey

**AGENCY MEMBERS PRESENT**

Ron Collins  
Aubrey "Buddy" Hyde, Jr.  
Nausheen Khan  
Christy King – VDFP Liaison  
W.G. Shelton Jr  
Drew Wallner – Budget Liaison

**GUEST PRESENT**

Bill Diamond – via teleconference  
Len Enz  
Chris Eudailey  
Larry Gwaitney  
John Miller  
Gerald E. Pruden  
Charlie Singleton

**Topic: ATL Policies and Funding Levels**

The VDFP/VFSB Assistant Attorney General reported to the committee that through his interpretation the VFSB does not have the authority to raise the ATL minimums outlined in the *Code of Virginia*. A great deal of discussion ensued regarding this interpretation. The history and circumstances regarding the VFSB's first decision to raise the minimums was discussed. It was noted that the VFSB only raised the minimums after receiving advice from the Assistant Attorney General at the time. Discussion ensued regarding the best way to remedy this situation and how to proceed with the remainder of this year's disbursements. There was a general consensus that legislation would be the most effective way to remedy this situation, but it would have to wait until the 2006 Virginia General Assembly Session. With the 2006 VGA session 10 months away the committee discussed how to complete the FY 05 allocations. There was a general consensus to finish this year at the increased minimum's and then to modify the policy to reflect the minimums as outlined in the *Code of Virginia*.

**Motion:** Upon the advice of the AG's office, delete the sentence, "The Board elects different minimums so long as such minimums are not less than those specified by the Code." Also delete "Exhibit A" on page 6 of the ATL Policy. Also delete the statement, "The Board shall inform the Agency not more than 90 days..." of the ATL Policy.

**Discussion:** If passed the revisions will be sent to the Assistant Attorney General for review.

**Vote:** Motion carried

**Action:** to bring before full VFSB

**Motion:** That the VFSB Chairman the VDFP Executive Director send a letter of explanation to notify all localities of the new change in the ATL.

**Discussion:** It was suggested that the VFSB Chair and VDFP Exec. Director formulate a letter, with the help of Assistant Attorney General, to inform localities of the ATL situation so that they are aware of the mistake made in April 2001 and understand the current stance on the issue.

**Vote:** Motion carried

**Action:** to bring before the full VFSB

**APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING**

The Chair asked if there were any additions and/or corrections to the minutes of the December 2004 meeting. Without these being any changes to the minutes of the December 2004 meeting they were approved.

## **CHANGES TO THE AGENDA**

**Unfinished Business:** Move 'Section A: ATL Policy & Funding Levels' to 1<sup>st</sup> order of business

**New Business:** None

**PUBLIC COMMENTS:** None

## **COMMENTS FROM THE VDFP LIAISON**

Deferred to Legislative Report in New Business section

## **BUDGET REPORT – Enclosure 1**

Housekeeping: it was mentioned that the (HQ';s) main telephone number (804) 371-0220 remains unchanged. The mailing address has changed to: 1005 Technology Park Drive, Glen Allen, VA 23059-4500. It was also noted that there now are direct numbers for the Policy, Planning and Legislative Affairs Manager ((804) 249-1961) as well for the VFSB Clerk ((804) 249-1962.) All agency emails will soon be changed to the statewide standard format: [first.last@vdfp.virginia.gov](mailto:first.last@vdfp.virginia.gov)

Everyone was reminded that upon review, OAG has advised that agency should be using U.S. census figures upon their being published every 10 years and continue to use those exact figures until the next figures become available. It was noted that no significant impact is anticipated for localities getting populated based disbursements since the adjusted population figures (...previously to DFP from DOA and those from Census Bureau estimates) seem to be 'increased' on a "constant" basis and therefore the ratio remains unchanged.

## **COMMENTS FROM THE COMMITTEE CHAIR**

The Chair invited all to an informal reception Thursday evening on 12<sup>th</sup> floor of Doubletree – no public business to be discussed.

## **FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE EDUCATION AND TRAINING**

**Topic: To increase maximum total awards for three localities**

**Motion:** To increase the maximum total award for the Town of Pulaski, Gloucester County and Spotsylvania County for burn building construction from \$325,000 to \$430,000

**Discussion:** None.

**Vote:** Motion carried

**Action:** To recommend for approval by full VFSB.

**Motion:** Change the Chesterfield County Burn Building Repair Project from the repair project to a new construction project in the amount of \$400,000 plus up to \$30,000 for A&E Fees to be funded in FY2006

**Discussion:** None

**Vote:** Motion carried

**Action:** To recommend for approval by full VFSB

## **FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE PREVENTION AND CONTROL**

### **Topic: \$140,000 for previously qualified FY05 Mini-Grants**

**Motion:** To provide up to \$140,000 for previously qualified FY05 Mini-Grants for which funding was not available

**Discussion:** Will hold a work session to discuss those localities that did not receive funding. This decision is based on current cash flow of the VFSB. The list of localities recommended for funding will come back before the VFSB before funding.

**Vote:** Motion Carried

**Action:** To recommend for approval by full VFSB.

## **UNFINISHED BUSINESS**

### **Topic: Governors Fire Service Awards**

**Motion:** None

**Discussion:** Awards ceremony Friday evening at 6:00pm. All recipients will be in attendance.

**Vote:** None

**Action:** None

**NEW BUSINESS**

**Topic:** Legislative Report – Enclosure 2

**Motion:** None

**Discussion:** The committee liaison distributed a legislative tracking report and highlighted some bills of interest. She noted HB 1703 clarifying what a Jr. Firefighter is permitted to do, the defeat of SB 878 dealing with Line of Duty Death benefits and the defeat of HB 2684 which would have limited a locality’s authority dealing with smokeless powder. It was also noted that through the Governor’s budget the agency should be receiving two new positions – a curriculum developed and a fire research analyst.

**Vote:** None

**Action:** None

**Adjournment**

The Committee adjourned at 4:00 p.m.

Clerk of the Committee  
Nausheen I. Khan

**REVIEWED BY:**

\_\_\_\_\_  
Christy King, VDFP Liaison

\_\_\_\_\_  
Date

\_\_\_\_\_  
Drew Wallner, Budget Liaison

\_\_\_\_\_  
Date

- Enclosures:** 1. FY 05 Expenditures – vs. – Revenue Report  
2. Legislative Tracking Report