

**VIRGINIA FIRE SERVICES BOARD**  
**August 18, 2007**

A regular meeting of the Virginia Fire Services Board was held at the Hampton Convention Center in Hampton, Va. at 9:00 am. Mr. Thomas Fuqua served as Chair.

**BOARD MEMBERS PRESENT**

Thomas Fuqua –Chairman  
Kenneth Brown  
Gary Eads  
Richard E. Burch Jr.  
Michael Reilly  
Kenneth L. Jones  
Thomas H. Moffett  
Ed Altizer  
J. Chris Kollman  
Dennis Mitchell  
Brian Mullins  
Barbara Hamm

**BOARD MEMBERS ABSENT**

Carl Garrison  
Susan Williams  
William B. Kyger Jr.

**AGENCY MEMBERS PRESENT**

Teresa Duncan  
Christine Lopilato  
Billy Shelton  
Brook Pittinger  
Dave Jolly  
Russell Chandler

**GUESTS PRESENT**

Art Lipscomb  
Larry Gwaltney  
Larry Logan  
Philip Myer – Fauquier County  
Jim Reed - SFMO

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

The Chair asked if there were any additions and/or corrections to the minutes from the June 2007 meeting. With no changes to the minutes, the June 2, 2007 meeting minutes were approved.

## **PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**

## **ROLL CALL**

## **CHANGES IN THE AGENDA**

### **Unfinished Business:**

- A. Briefing on MAAFC Conference

### **New Business:**

- A. VDFP 2008 Proposed Agency legislation – VDFP Executive Director
- B. ARMICS Presentation – VDFP Staff
- C. Nuclear Power Plants Response Procedures for the Fire Services
- D. Discussion of OEMS move

## **PUBLIC COMMENTS**

Larry Gwaltney thanked the Board for holding their meetings in conjunction with the State Firefighter's conference. Mr. Gwaltney extended an invitation to the Board to continue to hold their meetings in conjunction with the conference. Mr. Gwaltney also stated that the conference attendance this year was 1060. Mr. Gwaltney stated that the VFSA reelected Norman Rice as President and elected Larry Logan as the Third Vice President.

Larry Logan thanked the VFSB for the work they do for the firefighters in the Commonwealth.

## **COMMENTS FROM THE VDFP LIAISON VDFP Executive Director**

The following information was provided by Billy Shelton.

- ATL Distribution for FY 06 is 100%
- ATL Distribution for FY 07 is 98.8% (18 jurisdictions pending)
- ATL for FY 08 is \$19,539,031
- 2006 Detailed statistics follow-up campaign on-going (Residential Statistics). We need everyone to report on VFIRS. Provides you another tool in your arsenal to "Fight fires with facts". – Enclosure 1
  - 42% fires cooking
  - 21.3% heating
  - 29.1% unknown
  - Loss in residential was \$ 368 Million
- Pro-Board Nationally Registered Certifications stands at 36,326
- 5800 Carbon monoxide detectors awarded to 40 jurisdictions on the CO Grant Program. VFSB was instrumental in making this happen.
- Six of seven foam trailers have been deployed under DHS 03 Grant.

- Pro-Board Re-Accreditation for VDFP has been finalized
- Filled the VFMA Chief and Division 5 Chief positions
- July 17, 2007 Stakeholders Meeting in Roanoke was very successful and well attended. Tentative date for next Meeting is November 1, 2007 in Hampton. Coincides with the Diversity Conference that starts on November 2nd.
- Legislative Proposal is to increase Fire Programs Fund to 1.5%. We'll need Fire Service support statewide.
- Next training semester is being geared up.
- OEMS/VDFP Partnership has provided us with six (6) new trailers for the EVOG and HTR Programs.
- 2006 Annual Fire Report on Firefighter Fatalities – Enclosure 2
- Importance of ARMICS
- 80 firefighters have died in 2007 to date per NFIRS data.

### **COMMENTS FROM THE CHAIR, VFSB**

Tommy Fuqua thanked the Board members for the hard work they put into the committee meetings.

Tommy Fuqua welcomed Barbara Hamm to the VFSB.

Mr. Fuqua informed the Board that the strategic planning session will be Wednesday, October 17, 2007 beginning at 8:30 am.

Dennis Mitchell requested that the Education and Training Committee meeting start at 0800, Fire Prevention and Control 1100, Administration, Policy and Finance 13:30.

### **REPORT FROM THE COMMITTEE ON FIRE EDUCATION AND TRAINING**

There are no motions to bring forward to the full Board.

The following report was provided by the Committee on Fire Education and Training chair, Richard E. Burch Jr.

#### **Topic: Master Firefighter curriculum presentation**

**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

**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. 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.

**Vote:** NA

**Action:** NA

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

**Motion:** NA

**Discussion:**

Steve Grainer provided a presentation on the revised NIMS. 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
2008	<u>106</u>	<u>76</u>		<u>none to date</u>
<b>Total</b>	1002	615		
<b>Average</b>	111	68		

\* Repairs under the program began in 2003

$$68 \times \$2300 = \$156,400$$
$$111 \times \$2300 = \$255,300$$

**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

## **REPORT FROM THE COMMITTEE ON FIRE PREVENTION AND CONTROL**

There are no motions to bring forward to the full Board.

The following report was provided by the Committee on Fire Prevention and Control chair, Mike Reilly.

Robbie Dawson was recognized as the new Code Subcommittee Chair.

Mike Reilly recommended that the Board recognize Elaine Gall's hard work and dedication as the Code Subcommittee chair for the past several years.

Next subcommittee meeting is scheduled for September 19, 2007.

Wildland Urban Interface Update: Dennis Mitchell stated that the code change will include DOF information.

John Miller provided the following information:

- The agency is dealing with the summer forest fire season – there are approximately 35 working out of state.
- Virginia is starting to experience fires caused by lightning strikes due to dryness.
  - 700 acre fire in Clifton forge caused by lightning.
- VDOF is going to have a burnout day on Sunday, 8/19.
- For FY08, VDOF received 106 applications for dry hydrants, but were only able to fund 76.

### **Topic: Update on Fire Prevention and Control document**

**Motion:** NA

#### **Discussion:**

Mike Reilly stated that the workgroup met Wednesday, 8/16/07 and they have completed the draft outline for the first eight chapters, the only chapters left are summary and recommendation chapters.

The next meeting will be Wednesday, December 12, 2007 at 1 pm.

**Vote:** NA

**Action:** NA

**Topic: Update on the Be Fire Safe, VA! Carbon Monoxide Grant Program**

**Motion:** NA

**Discussion:**

Mark Buff, VDFFP, provided the committee with the following information:

The Virginia Department of Fire Programs (VDFFP) and the Virginia Fire Services Board (VFSB), in conjunction with the State Fire Marshal's Office (SFMO) branch of the Department of Housing and Community Development (DHCD), are coordinating the delivery of a Carbon Monoxide Alarm Grant Program in the Commonwealth of Virginia.

The program targets populations most at-risk including: households with small or unborn children, households with elderly residents, households on fuel assistance programs, and households that include individuals with heart or lung problems. Fire departments, public agencies, non-profits, and all other community organizations charged with delivering fire/life safety related education and/or services in Virginia were eligible to apply for the grant. The program includes a requirement for applicants to be either a current VFIRS participant or partnering with a VFIRS participating department for reporting purposes. The grant application period ended June 1, 2007. We received completed, eligible applications from 40 departments/organizations requesting a total of 5,800 CO alarms. All 40 applicants were accepted in the program.

**Program Highlights**

- Guidelines – Clear, easy to follow guidelines were developed for applicants.
- Funding – Total funding for this program through VFSB, VDFFP and SFMO/DHCD is \$117,000. Of that amount, \$110,374 has been expended for the purchase of 5,800 CO alarms. The remaining funds will be utilized for purchase of educational/marketing/administrative costs of the program.
- Alarms – A waiver was granted by State Purchasing to allow purchase of CO Detectors with digital readout to provide the highest level of carbon monoxide detection. The CO alarm that was purchased for use with the program is the First Alert/BRK CO410B Model. Free smoke alarms are also being made available to grantees by the Virginia Department of Health (VDH). Grantees may request up to 75 smoke alarms.

- Education – Part of funding is being used to produce/purchase educational material on the dangers of carbon monoxide, as well as information on how to use and maintain the CO alarms we provide. Free materials have also been obtained from the Consumer Products Safety Commission (CPSC) and First Alert/BRK (the manufacturer of the alarms).
- Marketing – An intensive Public Information campaign will accompany the rollout of the CO alarms to include all media (print, radio, TV, etc.). Grantees will also be provided marketing kits for promoting the program within their communities. Kits will contain CDs with sample press releases, radio PSAs, information for installers, additional home and fire safety information for homeowners and more.
- Training – Grantees will receive appropriate training on the installation, use and maintenance of the CO alarms at the seven (7) regional distribution events. They will also receive guidance on the administrative requirements of the program and use of the marketing materials that they will be provided.
- Grantees – The following departments/organizations have been awarded CO alarms.

Accomack County	Accomack County Dept. of Public Safety
Arlington County	Arlington Agency on Aging, Personal A
Bedford County	Bedford County Dept. of Fire and Rescue
Blacksburg City	Blacksburg Fire Department
Bristol City	Bristol Fire Department
Carroll County	District 3 Governmental Cooperative
Carroll County	Carroll County Emergency Services
Colonial Heights City	Colonial Heights Fire & EMS
Danville City	City of Danville Fire Department
Dinwiddie County	Dinwiddie Fire and EMS
Fairfax City	City of Fairfax Fire Department
Fairfax County	Fairfax County Fire and Rescue
Franklin County	Franklin County Public Safety
Grayson County	Fries Vol. Fire Dept and Rescue Squad
Grayson County	District 3 Governmental Cooperative
Harrisonburg City	Harrisonburg Fire Department
Henry County	Henry County Fire Marshal's Office
Hopewell City	Hopewell Bureau of Fire
King George County	King George Dept. of EMS
Lynchburg City	Lynchburg Fire and EMS Department
Martinsville City	Martinsville Fire and EMS
New Kent County	New Kent County Fire and Rescue
Newport News City	Newport News Fire Department
Northampton County	Eastern Shore Area Agency on Aging

Page County	Stanley Vol. Fire Department
Patrick/Henry County	Patrick Henry Vol. Fire Department
Petersburg City	Petersburg Fire Department
Pulaski County	Pulaski Fire Department
Radford City	Radford Fire Department
Richmond City	Emergency Shelter, Inc. aka Home Again
Roanoke City	City of Roanoke Fire and EMS
Roanoke County	LOA Area Agency on Aging
Shenandoah County	Shenandoah County Dept. of Fire & Rescue
Smyth County	District 3 Governmental Cooperative
Victoria (Town)	Victoria Fire and Rescue
Warren County	Warren County Dept. of Fire and Rescue
Washington County	District 3 Governmental Cooperative
Winchester City	Winchester Fire and Rescue
Wise County	Lenowisco Health District
Wythe County	District 3 Governmental Cooperative

### Timeline

- June 1 – application period ended
- June 8 – Award letters were mailed to grantees
- June 22 – Acceptance letters from all grantees were received at VDFP
- July – Noland Company won bid to provide alarms and order was placed with First Alert
- August – Distribution events have been scheduled in each VDFP Divisional area

August 21 Division 1 (Glen Allen)  
August 22 Division 5 (Hampton)  
August 24 Division 4 (Marion)  
August 28 Division 7 (Leesburg)  
August 29 Division 2 (Orange)  
August 30 Division 3 (Farmville)  
August 31 Division 6 (Roanoke)

**Vote:** NA

**Action:** NA

**Topic:** State Fire Marshal Office move - update

**Motion:** NA

**Discussion:**

Teresa Duncan stated that VDFP will be meeting with DHCD in August 27, 2007 to begin discussing the transfer.

Mike Reilly stated that the Board has concerns regarding DHCD's current reorganization efforts of the SFMO.

**Vote:** NA

**Action:** NA

**Topic: Policy regarding committee start times:**

**Motion:** NA

**Discussion:**

Dennis Mitchell stated that he would like to continue to start the Education and Training committee meetings at 9:30 am.

The October Committee meetings are scheduled to begin at 9:30 am, 1 pm and 3 pm respectively.

**Vote:** NA

**Action:** NA

#### **REPORT FROM THE COMMITTEE ON ADMINISTRATION, POLICY & FINANCE**

The following report was provided by the Committee on Administration, Policy and Finance Chair, Dennis Mitchell.

**Topic: VFIS Safe Arrival Program**

**Motion:** For the VFSB to fund up to \$56,000 of the VFIS Safe Arrival Program (from the FY08 interest account).

**Discussion:**

The Board has approved the program concept, but before VFIS can go any further they must have financial commitment.

Dennis Mitchell requested that VDFP research placing logos of supporting organizations on the program packaging regardless of financial support provided by the organization.

OEMS, VSFF, & SFCA have already provided verbal financial commitments to help sponsor the Safe Arrival Program.

**Vote:** Unanimous

**Action:** Carried

**Topic: Fauquier County – Burn Building Application**

**Motion:** Accept Fauquier County's Burn Building Application and provide funding in FY09.

**Discussion:**

Philip Myer, Fauquier County, made a presentation which included a request for financial assistances for their burn building.

Funding was requested for FY09.

**Vote:** Unanimous

**Action:** Carried

**Topic: FMA Trailer Unit Burn Cells**

**Motion:** NA

**Discussion:**

FMA 1033 courses are having a difficult time finding locations that can be utilized for required course training. VDFP requested funding from the Board to secure mobile units that can be used for the FMA 1033 courses.

VDFP staff was requested to research this request and determine if the request is in compliance with the COV (§ 38.2-401) and approved by the OAG's office.

Christine Lopilato stated that the way § 38.2-401 is written the Board can not grant VDFP a grant; however, it may be feasible to provide grant funding out of the interest fund.

Ken Jones stated that he would be attending the I-Chiefs conference and would do research during the conference and present his findings at the subsequent meeting.

Discussion on this item was tabled until the October 2007 meeting.

**Vote:** NA

**Action:** NA

**Topic: NFPA 1403 Signage issues.**

**Motion:** NA

**Discussion:**

Christine Lopilato provided the following information on signage issues. The NFPA 1403 requirements need to be communicated to all jurisdictions, including sign postage requirements. Christine sent NFPA 1403 packages to all jurisdictions that included signage requirements and a copy to all VFSB members. Christine asked the Board what authority the agency have when dealing with signage enforcement when making site inspections.

Dennis Mitchell requested that any Board members interested in serving on the Burn Building subcommittee should notify Tommy Fuqua.

**Vote:** NA

**Action:** NA

**Topic: Trailer Unit grants available via AFG funding.**

**Motion:** NA

**Discussion:**

Ken Brown discussed the grant funding opportunities available for burn building trailers.

Discussion on this item was tabled until the October 2007 meeting.

**Vote:** NA

**Action:** NA

## **UNFINISHED BUSINESS**

**Topic: Briefing on MAAFC Conference in September 2007.**

**Motion:** None

**Discussion:**

Larry Gwaltney stated that a Friday night river cruise is being coordinated.

During the day Friday the group will have guided tours of Colonial Williamsburg and on Saturday night dinner will be at the Vintage Tavern in Suffolk, VA.

Tommy Fuqua stated that the Honorable Secretary of Public Safety John Marshall will be one the key note speakers. Mr. Fuqua also stated that the VFPA is cosponsoring the event as well. Mr. Fuqua also requested that the VDFP booth be set up for the conference and encouraged VDFP to attend the event. They are anticipating 65 to 70 participants at the conference.

Tommy Fuqua also stated that the conference has requested that Dr. Burton Clark also be a key note speaker. He will speak about the importance of seatbelt safety and the importance of "bringing everyone home."

Mr. Fuqua also requested that VDFP provide AV support for the meetings that will be held during the conference.

Mike Reilly provided the Board with samples of a Jamestown coin that the Board is considering as a souvenir for those attending the MAAFC conference.

Tommy Fuqua requested that Chief Jones assist in providing transportation for 60 people during the conference.

**Vote:** None

**Action:** None

**NEW BUSINESS**

**Topic: VDFP 2008 Proposed Agency legislation**

**Motion:** VFSB support of VDFP's 2008 Proposed Agency Legislation

**Discussion:**

Billy Shelton provided the Board with a brief description of the agency's proposed 2008 legislation. The following information was discussed:

A change to the Code of Virginia § 38.2-401, Fire Programs Fund (the Fund). The change would increase the money collected from the five lines of insurance from 1% to 1.5%. The new Fire Programs Fund distribution, from 1% to 1.5%, would keep the percentage allocation at 75%/25% split.

Under this proposal the ATL percent distribution would also be changed so that the Burn Building grant program funding would be increased from \$1M to \$2M and the remaining categorical grant funding would go to both FIRE and EMS communities (for combination depts. only). This legislation would also increase funding to the dry fire hydrant grant program from \$100,000 to \$200,000.

This proposed piece of legislation is critical for two reasons: 1) it will provide greater grant funding to Virginia's Fire communities; and 2) it will provide VDFP will additional funding for training and education programs.

The legislation would add an additional \$10M to the ATL funding and any additional funding provided to VDFP would go directly towards direct training. There are no additional VDFP positions.

Rick Burch commented that VDFP and the VFSB need to keep all stakeholder groups involved during the duration of this legislation.

Art Lipscomb stated that they are in support of this legislation and that they are drafting legislation as well.

Ken Brown stated that VDFP should provide the fire services with a written copy of the proposed legislation so that the legislations intent and purpose can be communicated clearly.

Brian Mullins stated that HBAV still has some hesitations regarding the legislations. Their concern is based on the current housing market and the affect the legislation may have on first time home buyers.

**Vote:** 1 abstention; 11 Yeas

**Action:** Carried

**Topic:** ARMICS Presentation – VDFP Staff – Enclosure 3 & 4

**Motion:** NA

**Discussion:**

Christine Lopilato provided the Board with a presentation on ARMICS, which is a DOA requirement. The following information was reviewed (Enclosure 4 – complete presentation):

- The Commonwealth's goal is to be the best managed state in the nation.
- The goal of ARMICS is to ensure fiscal accountability and safe guard the Commonwealth's assets.
- ARMICS was a result of numerous scandals that have occurred at the private level.
- ARMICS is focused on: reporting transparency, management behavior and accountability and internal control.
- Internal controls – who is responsible for internal controls? Everyone (governing boards, agency heads, senior and line managers, supervisors and staff)!
- Being implemented in 3 stages:
  - Stage 1: September 30, 2007;
  - Stage 2: March 30, 2008; and
  - Stage 3: June 30, 2008.
- Allows the state to provide full disclosure of financial behavior.
- 5 Standards – strategic, operational, reporting, compliance, stewardship
- 5 internal control components - control environment, information and communication, risk assessment, control activities, and monitoring
- Hard Controls – required authorized signoffs, training verification forms, document approval by signature, prior to action

Christine provided each Board member with a copy of the ARMICS presentation and a set of 20 questionnaires that each Board member must complete and return to Christine by August 31, 2007.

To save responses on CD:

- Copy Exhibits 16-36 to desktop
- From desktop, open exhibit documents (MS Word), answer questions and resave
- Erase CD-RW contents
- Copy Exhibits 16-36 from desktop to CD
- Write files to CD-RW
- Return CD to Christine by August 31, 2007

**Vote:** NA

**Action:** NA

**Topic: Nuclear Power Plants Response Procedures for the Fire Services**

**Motion:** NA

**Discussion:**

Ken Jones provided the Board with information on the 2 nuclear power plants in the Commonwealth and the yearly drills they perform.

Mr. Jones asked if there is something the Board can do to assist the fire services that respond to power plants to aid in acquiring real time monitoring systems.

Billy Shelton informed Ken Jones that he should provide Robert Crouch with the information he presented to the Board.

Billy Shelton contacted the Secretary of Public Safety on August 20th so that Secretary Marshall could discuss this item with the Honorable Robert Crouch.

Mr. Jones asked the Board to table future discussion on this item until the October 2007 Board meeting.

**Vote:** NA

**Action:** NA

**Topic: Discussion of OEMS move – Enclosure 5**

**Motion:** NA

**Discussion:**

Ken Jones provided the Board with information on the proposed move of OEMS. There is a real concern with the OEMS Advisory Board with the current configuration of OEMS under VDH.

Tom Moffett stated that at the July 2007 Stakeholders Summit the move of OEMS was discussed.

Billy Shelton stated that VDH has several questions as to how the move would affect several functions of OEMS, including the operation of medical directors.

Art Lipscomb provided the Board with a brief history on the proposal to make OEMS its own agency and relocate it under the Secretary of Public

Safety. Art Lipscomb recommended that the Board consider making a member from the EMS Advisory Board a member on the VFBSB.

Art Lipscomb requested that if the Board member's representing organizations support the OEMS move they should send a letter to the governor stating their intentions. The letter should focus on the importance of the structural move.

**Vote:** NA

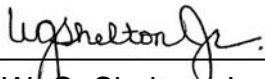
**Action:** NA

### **ADJOURNMENT**

The Committee adjourned at 12:15 am

Clerk of the Committee  
Brook M. Pittinger

### **REVIEWED BY:**



W. G. Shelton, Jr., Executive Director, VDFP

August 20, 2007

Date

### **Enclosures:**

1. VFIRS Summary Report
2. 2006 Annual Fire Report on Firefighting Fatalities
3. ARMICS Information for survey completion
4. ARMICS Presentation
5. Virginia OEMS: Where to Call Home – article