

DRAFT

**VIRGINIA FIRE SERVICES BOARD
Fire Education and Training Committee
June 2, 2006**

A regular meeting of the Committee on Fire Education and Training was held at the Virginia Department of Fire Programs in Glen Allen, VA at 10:00am. Mr. Floyd Greene served as Chair.

COMMITTEE MEMBERS PRESENT

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

COMMITTEE MEMBERS ABSENT

None

VFSB MEMBERS PRESENT

Ed Altizer
J. Chris Kollman
Dennis Mitchell
Michael Reilly

AGENCY MEMBERS PRESENT

Teresa Duncan
Buddy Hyde
Nausheen Khan
Christy King
Christine Lopilato
Larry McAndrews

GUESTS PRESENT

Doug Albrecht – Spotsylvania Co.
Rick Burch – Roanoke Co.
Bruce Crow – Augusta Co.

Jim Eicholtz – WHP Training Towers
Larry Holdershell – Augusta Co.
John McGhee – Augusta Co.
John Miller – VDOF
Don Patton – Gloucester Co.
Mike Pruitt – Franklin Co. Dept. of Public Safety
Ed Rhodes – VFCA
Sara Rollins – Fredericksburg
David Rohr – Fairfax Co.
Charlie Singleton – VSFA

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 2006 meeting. With no changes to the minutes, the April 20, 2006 meeting minutes were approved.

CHANGES TO THE AGENDA

Unfinished Business:

A. Burn Building Construction Start Deadline

New Business:

C. Gloucester Co.
D. City of Emporia
E. Spotsylvania Co.
F. Franklin Co.
G. Town of Chilhowie
H. Buckingham Co.
I. City of Chesapeake

PUBLIC COMMENTS

None

COMMENTS FROM THE VDFP LIAISON

The liaison reported that training is winding down for the year in terms of courses. There has also been an increase in cancellations due to lack of enrollment. The liaison wants to figure out a way to flag the students who enroll online but do not show up for class.

It was reported that the Public Safety Summit will take place in August and several state and local agencies will be participating in the event.

It was also reported that the Instructor College will take place on the 7th-9th in Roanoke.

The liaison announced that, at the August meeting, he will have the 2006 funded and non-funded reimbursable schools to present to the Board.

COMMENTS FROM THE COMMITTEE CHAIR

The Committee Chairman made some concluding comments in regards to his appreciation in all that this committee does for the fire service.

COMMENTS FROM THE GRANTS MANAGER

Enclosure 1. – Burn Building Project Summary

Enclosure 2. – Locally-Owned Burn Building Training Facilities

New Construction

Augusta County: Preparing RFP solicitation. Constructing a prefabricated building. Will request waiver for non-galvanized steel and the use of subjective systems. Will also request time extension.

Bedford: Won't be funded until FY07.

Blackstone: Complete.

Bristol: Having problems with local administrators and may possibly partner with another locality in order to have a burn building in the region.

Buckingham County: The copy of their building permit has been received and would like to increase their funding level for an increase in \$105,000.

Chesterfield: Est. Completion in July 2006.

Gloucester: Copy of 20 year lease received and going through bidding process – would like time extension.

Loudoun: Building permit issued and Est. completion Dec. 2006.

Mecklenburg: Est. completion by end of May.

Northumberland County: Will not be funded until FY07

Pulaski Town: Est. completion July 2006

Spotsylvania County: Finalizing lease with Fredericksburg, will be requesting time extension.

Franklin County: Need to submit a revised application to include partnerships with Patrick and Floyd County.

Chesapeake City: Was originally the Portsmouth project but regrouped and includes Suffolk. Will have application by August.

Renovation

Emporia: A&E results show repairs needed; therefore will probably request more funding.

Fairfax: They have forfeited their \$9,500 award.

Hanover: Est. completion in September

Lynchburg: Project complete.

Roanoke: Project complete.

Repair

Rockbridge: Completed, funds disbursed.

An A&E firm has been chosen and was introduced. The Point Of Contact is Michael Matthews.

UNFINISHED BUSINESS

Topic: Burn Building Construction Start Deadline Enclosure 3. – Letter to Localities about Forfeiture

Motion: Direct Bristol to obtain a new valid building permit by the August 2006 VFSB meeting. If Bristol is unable to produce this building permit then the 6 month extension for the burn building construction will be revoked.

Discussion: It was brought up to possibly revoke Bristol's 6 month extension due to their locality's inability to sign the building permit. Discussion ensued regarding the possibility of submitting a new deadline (by the August board meeting) or staying with the original 6 month deadline given in April.

Agency Staff mentioned that the original deadline was June 30th. Some board members feel that interaction with Bristol should be pursued, while others feel that an ultimatum may be more appropriate. The 2nd motion was later rescinded.

Vote: Motion rejected

Action: None

NEW BUSINESS

Topic: Report from Burn Building Committee

Motion: None

Discussion: The Chair of the subcommittee reported on the 1st meeting that took place on June 1st. He mentioned that a good historical perspective on the entire burn building project was given by the Training Committee Chairman. It was reported that some language in Exhibit-A, specifically regarding subjective and objective monitoring systems and

galvanized steel will be reviewed by Mr. Matthews, the POC for the A&E firm hired. The entire burn building process was explained from the beginning of the application process to the end of construction. The next meeting date and time is TBA.

Vote: None

Action: None

Topic: Augusta County

Motion: Approve 6 month extension of project for Augusta County.

Discussion: The Chief of Augusta County requested a 6 month extension in order to receive the building permit and begin construction. The Assistant County Administrator and county board member support the project and are committed to complete the project. Another request would be to request a waiver for the non-galvanized steel as well as the subjective gas fired system.

Vote: Motion carried

Action: Send to Full Board for approval

2nd Motion: Allow Augusta Co. Burn Building to use non galvanized heavy gauge structural steel members.

Discussion: None

Vote: Motion carried

Action: Send to Full Board for approval

3rd Motion: The VFSB will permit the installation of a subjective gas fired system in the funded burn building prop to be built by Augusta County. This exemption to Exhibit A is made on the recommendation of the VDFP staff and the knowledge of safe operation of subjective gas systems in other Virginia Burn Building.

Discussion: None

Vote: Motion carried

Action: Send to Full Board for approval

Topic: Gloucester County

Motion: Provide Gloucester Co. an extension of 6 months to obtain a valid building permit and begin construction on their burn building.

Discussion: A representative from Gloucester County reported that they received five bids for a contractor so they are in the negotiating process. They are requesting a 6 month extension to obtain the building permit and begin construction on their burn building.

Vote: Motion carried.

Action: Send to Full Board for approval.

Topic: City of Emporia

Motion: none

Discussion: City of Emporia representatives did not come to the meeting so this topic will be revisited when further correspondence is received.

Vote: none

Action: none

Topic: Spotsylvania County

Motion: Provide Spotsylvania County an extension of 90 days to obtain a valid building permit to begin construction on their burn building. New deadline is September 30, 2006.

Discussion: Representatives gave an update on their project and requested a time extension to receive the building permit. They expect that the permit may be received by the June deadline but the extension is requested just in case problems might arise.

Vote: Motion carried

Action: Send to Full Board for approval.

Topic: Franklin County

Enclosure 4. – Franklin Co. New Construction Burn Building Request

Motion: Accept Franklin County as an approved burn building project. The understanding is that the Finance Committee will place this project in the most appropriate place in the funding cycle.

Discussion: Representatives gave an update on their project and informed the Committee that their partnership with Patrick and Floyd Counties still stands.

Vote: Motion carried.

Action: Send to Full Board for approval.

Topic: Town of Chilhowie

Enclosure 5. – Chilhowie Burn Building Application

Motion: None

Discussion: Since representatives were not attending, it was decided to put this topic as 'Item A' under Unfinished Business for the August Meeting in Hampton.

Vote: None

Action: None

Topic: Buckingham County

Enclosure 6. – Buckingham Burn Building Application

Motion: Award Buckingham County additional \$105k for their burn building project for a total of \$430k.

Discussion: No representatives were present but they have requested additional funds for project completion.

Vote: Motion carried.

Action: Recommend to Administration, Policy & Finance Committee.

ADJOURNMENT

The Committee adjourned at 12:44pm

Clerk of the Committee
Nausheen I. Khan

REVIEWED BY:

Larry McAndrews, VDFP Liaison

Date

Enclosures:

1. – Burn Building Project Summary
2. – Locally-Owned Burn Building Training Facilities
3. – Letter to Localities about Forfeiture
4. – Franklin Co. New Construction Burn Building Request
5. – Chilhowie Burn Building Application
6. – Buckingham Burn Building Application

DRAFT

**VIRGINIA FIRE SERVICES BOARD
Fire Prevention and Control Committee
June 2nd, 2006**

A regular meeting of the Committee on Fire Prevention and Control was held at the Virginia Department of Fire Programs in Glen Allen, VA at 1:00pm. Mr. Dennis Mitchell served as Chair.

COMMITTEE MEMBERS PRESENT

Ed Altizer
Dennis Mitchell – Chair
Brian Mullins
Michael Reilly
Susan Williams

COMMITTEE MEMBERS ABSENT

None

VFSB MEMBERS PRESENT

Kenneth Brown
Gary Eads
Tommy Fuqua
Floyd Greene
J. Chris Kollman
Lora Sharkey
Richard Steinberg

AGENCY MEMBERS PRESENT

Russ Chandler
Teresa Duncan
Nausheen Khan
Christine Lopilato

GUESTS PRESENT

John Miller – VDOF
Ed Rhodes – VFCA
Charlie Singleton – VSFA

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 2006 meeting. With no changes being made, the April, 20 2006 meeting minutes were approved.

CHANGES TO THE AGENDA

Unfinished Business: None

New Business: None

PUBLIC COMMENTS

None

COMMENTS FROM THE VDFP LIAISON AND THE VIRGINIA FIRE MARSHAL ACADEMY

Enclosure 1. – Conversion of VFMA files to FSTRS

Enclosure 2. – Proposed Changes to VFMA Operations

Motion: Accept the proposal presented by Russ Chandler on behalf of the Virginia Fire Marshal Academy to clarify and change anniversary recertification dates for Inspector 1031 and Investigator 1033.

Discussion: None

Vote: Motion carried.

Action: Send to Full Board for approval.

It was reported by the liaison that 24,000+ certificates have now been registered with the Pro-Board.

It was recommended by the VA Fire Marshal Academy to recognize the largest ever fire prevention convention in the Commonwealth of Virginia – with 165 in attendance. It was mentioned as an accomplishment due to that fact that it is a purely educational event and achieving a high attendance rate is difficult to do for conventions of this nature.

COMMENTS FROM THE COMMITTEE CHAIR

The Committee Chair thanked VDFP for hosting the June meeting and providing lunch.

Topic: Smoke Alarm Grant Project

Enclosure 3. – FY2006 Total Smoke Alarms to Distribute

Enclosure 4. – FY2006 Locality and Department Requests

Motion: None

Discussion: It was reported that 11,000 smoke alarms have been ordered but the issue is that when they deliver them, there is no warehouse to store them so negotiations are taking place with the vendor to see whether or not they would be able to warehouse the smoke alarms for the agency.

Vote: None

Action: None

REPORT FROM THE CODE CHANGE AND SUBDEVELOPMENT COMMITTEE

Topic: Travel & Accommodations for Code Committee Members

Motion: Move to request up to 5 rooms and expenses per State Travel Regulations for the Committee members to attend the August 10 Fire Board Code Committee Meeting in Hampton.

Discussion: It was reported that the committee met on June 1st and had a successful meeting in discussing several code changes. It was also mentioned that 6 members would like to attend the ICC convention in Orlando, FL in order to represent the interests of the Commonwealth. It was planned to have the next meeting in conjunction with the VFSB meetings in Hampton and approve to fund some of the expenses involved in traveling to Hampton.

Vote: Motion carried

Action: Recommend to Administration, Policy & Finance Committee.

Topic: Department of Forestry

Motion: None

Discussion: John Miller announced that the Assistant State Forester is retiring July 1st so they are searching for a new Assistant State Forester. Forestry has finished with all but 2 hydrants for the dry hydrant program, and will be doing approvals for FY2007.

Vote: None

Action: None

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ADJOURNMENT

The Committee adjourned at 2:01pm

Clerk of the Committee
Nausheen I. Khan

REVIEWED BY:

Russ Chandler, VDFP Liaison

Date

Enclosures:

1. – Conversion of VFMA files to FSTRS
2. – Proposed Changes to VFMA Operations
3. – FY2006 Total Smoke Alarms to Distribute
4. – FY2006 Locality and Department Requests

DRAFT

**VIRGINIA FIRE SERVICES BOARD
Administration, Policy and Finance
June 2nd, 2006**

A regular meeting of the Committee on Administration, Policy and Finance was held at the Virginia Department of Fire Programs in Glen Allen, VA at 2:30pm. Mr. Thomas Fuqua served as Chair.

COMMITTEE MEMBERS PRESENT

Thomas Fuqua – Chair
Carl Garrison
Floyd Greene
J. Chris Kollman
Dennis Mitchell

COMMITTEE MEMBERS ABSENT

None

VFSB MEMBERS PRESENT

Ken Brown
Michael Reilly

AGENCY MEMBERS PRESENT

Buddy Hyde
Nausheen Khan
Christy King – Policy Liaison
Christine Lopilato – Budget Liaison

GUESTS PRESENT

Rick Burch – Roanoke Co.
Daryl Hatcher – Franklin Co.
Michael Pruitt – Franklin Co. Dept. of Public Safety
Ed Rhodes – VFCA
Charlie Singleton – VSFA

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 2006 meeting. With no changes being made, the April 2, 2006 meeting minutes were approved.

CHANGES TO THE AGENDA

Unfinished Business:

A. Travel Vouchers

New Business:

C. ID Badges

PUBLIC COMMENTS

Chief Burch made positive remarks about the excellent work the Board is doing and he also expressed his thanks for all that the board does, specifically for burn buildings.

COMMENTS FROM THE VDFFP LIAISON & BUDGET LIASION

It was reported by the liaison that tomorrow is The Virginia Fallen Firefighter Memorial Service at the Richmond International Raceway at the Horticultural Center at 12noon. It was advised to come through Gate 4 on Laburnum Avenue.

Enclosure 1. – History of SCC transfers to the Fire Programs Fund

Enclosure 2. – FY2006 Burn Building Grants Budgeted Obligations: Spending Plan and Cash Availability

Enclosure 3. – FY2006 Training Mini Grants Budgeted Obligations and Cash Availability

Enclosure 4. – Operations Budget

The Grant and Local Aid Manager administered the Budget Report.

The Chief of Administration & Support presented the Operations Budget.

COMMENTS FROM THE COMMITTEE CHAIR

None

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE EDUCATION AND TRAINING

Topic: Buckingham County

Motion: Award Buckingham County additional \$105k for their burn building project for a total of \$430k.

Discussion: None

Vote: Motion carried

Action: Send to Full Board for approval

Topic: Franklin County

Motion: To approve Franklin County Burn Building Project for FY2009 pending full Board approval, maximum of \$430,000.

Discussion: None

Vote: Motion carried.

Action: Send to Full Board for approval.

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE PREVENTION AND CONTROL

Topic: Travel & Accommodations for Code Committee Members

Motion: Move to request up to 5 rooms and expenses per State Travel Regulations for the Committee members to attend the August 10 Fire Board Code Committee Meeting in Hampton.

Discussion: None

Vote: Motion carried.

Action: Send to Full Board for approval.

UNFINISHED BUSINESS

Topic: ATL Minimums

Enclosure 5. – FY05 Fire Programs Fund ATL Payments

Enclosure 6. – ATL Categorical Spending Analysis by Fiscal Year

Motion: Increase the ATL Minimum to \$8,000 for towns and \$16,000 for cities and counties beginning with the FY2007 distribution. This represents a 25% net increase over the previous minimums.

Discussion: Discussion ensued regarding ATL and the proper amounts to adjust minimums to. It was decided to increase the ATL minimum for towns from \$6,000 to \$8,000, and for cities and counties \$8,000 to \$16,000.

Vote: Motion carried

Action: Send to Full Board for approval

Topic: Annual Budget

Motion: None

Discussion: Board members concurred in that having an annual budget is important in order to know what resources and obligations the VFSB has to work with, and to be able to live within those means is absolutely necessary.

Vote: None

Action: None

NEW BUSINESS

Topic: Legislative Change – Code of VA, Section 46.2-920

Motion: None

Discussion: The proponents of this proposed legislative change report that the June 21st Safety Stand-Down 's clear direction is 'stop at intersections,' as this will save the lives of the fire service. It was mentioned that this is not to impact law enforcement.

Most organizations and stakeholder groups are opposed to this proposed legislation even though they support stopping at appropriate times; they make note that the Code of Virginia states the term, 'with due regard.'

Several stakeholders in the audience mentioned that this issue should be tackled under local jurisdiction given the differences in several factors such as traffic patterns and size of the localities within the Commonwealth.

Vote: None

Action: None

Topic: Appointment of at-large member to the Executive Committee of the VFSB

Motion: None

Discussion: The Chairman, the Vice Chair, the Chairman of Fire Education & Training, and the Chairman of Fire Prevention & Control equal to 4 members of the Executive Committee and it was requested to add 1 more member, for a total of 5 members on the Executive Committee of the VFSB.

Vote: None

Action: None

Topic: ID Badges

Motion: None

Discussion: It was announced that pictures for VFSB ID Badges are to be taken in Hampton in August.

Vote: None

Action: None

ADJOURNMENT

The Committee adjourned at 3:45pm

Clerk of the Committee
Nausheen I. Khan

REVIEWED BY:

Christy King
Policy, Planning & Legislative Affairs Manager

Date

Christine Lopilato, Grant & Local Aid Manager

Date

Enclosures:

1. – History of SCC transfers to the Fire Programs Fund
2. – FY2006 Burn Building Grants Budgeted Obligations: Spending Plan and Cash Availability
3. – FY2006 Training Mini Grants Budgeted Obligations and Cash Availability
4. – Operations Budget
5. – FY05 Fire Programs Fund ATL Payments
6. – ATL Categorical Spending Analysis by Fiscal Year