

VIRGINIA FIRE SERVICES BOARD
Fire Education and Training Committee
June 6, 2008

A regular meeting of the Committee on Fire Education and Training was held at the Virginia Department of Fire Programs Head Quarters Office in Glen Allen, VA at 8:00 am. Mr. Richard E. Burch Jr. served as Chair.

COMMITTEE MEMBERS PRESENT

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

COMMITTEE MEMBERS ABSENT

NA

VFSB MEMBERS PRESENT

Dennis Mitchell

AGENCY MEMBERS PRESENT

Billy Shelton	Teresa Duncan	Dave Jolly
Brook Pittinger	Larry McAndrews	
Amanda Wood	Russ Chandler	

GUESTS PRESENT

Hampton Hart - VDEM
Ron Reynolds – SFMO
Ed Rhodes
Charlie Singleton

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 2008 meeting. With no changes to the minutes, the April 17, 2008 meeting minutes were approved.

CHANGES IN THE AGENDA

Unfinished Business:

- A. Crew Chief (Master Firefighter) Program
- B. Fire Officer IV Reciprocity

New Business:

- A. Extrication Issues Related To Hybrid Vehicles
- B. Incident Management Training

PUBLIC COMMENTS

There were no public comments.

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

Larry McAndrews provided the following information:

Training and Technical Services Branch and the Operations Branch continue to be very busy as we are finish the 4th quarter of the 2008 fiscal year and begin planning for the 2009 fiscal year. The Division Offices continue to keep busy with closing out school files and the issuing of school certificates.

Enclosure 1- FY08 Cancelled Schools & Training Report

Division	Funded	Non-funded	Reimbursable	Cancelled	Student Trng Hours	Total
0	39	2	0	0	7,630	41
1	64	238	13	15 (7 funded)	91,101	315
2	40	181	0	16 (4 funded)	84,163	221
3	51	148	1	38 (27 funded)	75,955	200
4	49	65	3	19 (14 funded)	38,291	117
5	54	240	11	40 (5 funded)	111,603	305
6	54	171	1	13 (4 funded)	77,189	226
7	30	182	4	0	74,118	216
8	38	113	2	3	42,670	156
9	105	93	10	3	67,276	211
	524	1433	45	147	669,996	2008

ProBoard Certifications:

For the current quarter we are sending 5862 certifications to Pro Board.

This number includes about 3700 certificates that weren't captured for Pro Board previously because of mismatches within the database. Therefore, the total number of ProBoard registrations issued to date is 52,808.

Curriculum Update:

- Pilot classes are being finalized for the Fire Officer II class. The last of those classes is being scheduled for the Division One area. We will be able to bring the program to the VFSB at their August meeting.
- Driver Pump Operators program is finalizing their program for submittal to the Division Chief's for review. We will be bringing the program to the committee during the August Board meeting.
- The Hazardous Materials development committee has had several meetings and has elected to look toward a development process that would use a stand alone textbook for the program and also allow the use of the textbook(s) that are selected by the Firefighter development committee. This would allow for those agencies/individuals that are not fire based to be able to have a program that does not require the use of textbooks that have fire topics included within the text.
- The Firefighter I and II development committee has met twice and has elected to develop a program that will be able to be delivered utilizing the three major publishers material. This will require some additional work but will eliminate the concerns over some jurisdictions wanting to utilize particular textbooks. The question has been raised as to the deliver time for the program and use of the new textbooks. The committee is looking at trying to develop, pilot, evaluate and deliver to the VFSB a quality program by the end of the year for review. This would then put the new program out for distribution during the third quarter of FY-09.
- The Fire Instructor III program is reaching the final stages but due to other commitments the group will finalize the program in August and start the pilots in September 2008. This program will only be delivered twice to three times per year and therefore will not be delivered to the board until at least December 2008.
- The Mayday Firefighter Down committee has been piloting the new awareness program. The program has been broken down into awareness, operations and a technician level program. This concept will allow for us to training the various levels of personnel so everyone will have the basic concept of a Mayday incident. The Board recommended that the names be changed for the Mayday training classes – Mayday RIT Operations and Awareness.

Master Firefighter Program (Crew Leader): - Enclosure 2 (available from VDFP upon request)

The Fire Officer Development committee has completed the DRAFT document for review by the VFSB, Training and Education committee (Enclosure 2). If the committee agrees with the proposal we will pilot the program and make the necessary changes/recommendations and bring it back to the committee for approval. This process is not in keeping with the normal development process, however since the request came from the VFSB we want to ensure that we have developed a program that meets the needs of the target audience.

Fire Officer IV Equivalence Process:

Background Information - We have looked into the EFO and CFO programs as well as the requirements for the NFPA-1021, Level IV requirements. The EFO program has been correlated to both the NFPA 1021 and NFPA 1035 program but not to the Fire

Officer IV level. This correlation is to the NFPA-1021-1997 standard year and our current Fire Officer IV program is correlated to the NFPA 1021-2003. Although there are few changes we stand the risk of being outside our accreditation requirements and therefore should proceed with caution.

We have also looked at the CFO program and have some concerns regarding the process that one could use to obtain the CFO designation. If the candidate elects to follow their process that exempts them from meeting the technical competency requirements then they would not meet the NFPA-1021, Level IV requirements.

In addition, the candidate must have completed a master degree in a Public Administration or equivalent to be considered and the applied research papers would have to have been completed within the past five years and be applicable to NFPA-1021 topics as required as part of the Fire Officer IV program.

Recommendation:

Move forward with accepting applications from potential candidates to be reviewed by the Chief of Curriculum on a case by case basis. The candidate's package will include at the minimum the following documentation:

1. The official transcripts from the Institution where the candidate earned their Masters Degree.
2. The completed package the candidate submitted for review to receive their designation as a Chief Fire Officer. This paperwork must be within five years of the date submitted.
3. A copy of their Executive Fire Officer certification with electronic versions of their four applied research papers.

The Chief of Curriculum will review the material presented and provide a response back to the candidate within 30 days from the date of receipt.

If the applied research papers have not been completed within the past five years, then the candidate will be required to complete a research paper as outlined in the Fire Officer IV program within 90 days from the date the candidate is notified of their acceptance in the equivalency program. Failure to complete the applied research paper will negate the candidate from receiving reciprocity for the Fire Officer IV program.

Topic: Fire Officer IV Reciprocity

Motion: NA

Discussion:

At the Committee Chair's request, discussion on Fire Officer IV Reciprocity was moved to under the VDFP Liaison's report.

Ken Jones questioned whether a fifth paper is necessary in order to receive the Crew Chief certification.

Rick Burch asked if the above information could be provided for reciprocity for Fire Officer IV (NFPA 1021).

Billy Shelton stated that the NFPA 1021 curriculum is based on a building block principle and the Agency tests based on the information gained throughout the entire program (Officer I, II, III and IV).

VDFP will meet with ProBoard to discuss whether reciprocity can be given for the Fire Officer IV program if they complete the Executive Fire Officer (EFO), have a Master Degree and Chief Fire Officer designation (CFO).

Vote: NA

Action: NA

Quality Assurance:

Since the last VFSB meetings we have conducting 2 instructor reviews. One of the instructors was put on probation and the second instructor was suspended. We have 2 more instructors that we are currently investigating and soon will be conducting instructor reviews. The agency is committed to delivering quality programs.

NIMS Program Chief:

There has been no decision between VDEM and VDFP regarding standardization of the training curriculum for ICS-300. VDFP continues to deliver training that meets or exceeds the training standard established in the NIMS 5-Year Training plan using NFA or NWCG materials.

Since April 7th the IMS Program section has conducted the following ICS training:

- April 9-11 - ICS-300 for VDSS staff and adjunct workforce staff
- April 23-27 - ICS-300 for Northumberland
- May 14-16 - ICS-300 for VDSS staff and adjunct workforce staff
- May 27-29 - ICS-300 for senior PD and sheriff staff at the Rappahannock Regional Criminal Justice Academy
- June 3-6 - ICS 200 & ICS-300 with VDOF staff at the 2008 VA Interagency Wildland Fire Academy at Longwood University in Farmville
- Approximately eight other ICS 300 courses were delivered in VDFP regions during this same time using VDFP approved instructors and National Fire Academy or NWCG course materials.

Steve Grainer is also scheduled to assist VDSS with five ICS-300 classes in VDSS regional offices through July 2008.

1. The following concern was expressed regarding the method of delivery for the initial two ICS Position Specific T-t-T programs by the FEMA Preparedness Directorate, the USFA has been designated as the administrative agent for future Position-Specific T-t-T programs. Steve Grainer is maintaining close communication with USFA staff to keep abreast of program developments and resumption of the T-t-T effort.

2. Steve Grainer continues to participate on several working groups assembled by DHS to develop and revise various elements of the NIMS, National Response Framework (formerly NRP), NIMS 5-Year Training Plan, and the guidance regarding the NIMS Intelligence and Investigations Function in ICS. Steve Grainer continues to serve as a SME on state and local NIMS and NRF issues for the Project on National Security Reform (PNSR). This group has been commissioned to present a report to congress on recommendations for reforming the systems by which Federal, State, Local, Tribal and non-governmental entities interact during major emergencies.

- The final draft of the upgraded NIMS document was issued for final public comment through May 30. DHS projects to publish the official NIMS document later in 2008, possibly by August.
- PNSR project activities continue primarily with email and telephone conferencing.

3. In addition to the project work discussed in item 2 above, Steve Grainer has also been invited by the FEMA Preparedness directorate to participate in working group activities to review, refine and finalize the Draft "Target Capabilities List" (TCL) originally developed in 2005 and updated in 2007. Grainer attended a meeting in Denver, Colorado to address the on-site incident management component (ICS) of the TCL. During that meeting he vocalized the concerns of many stakeholders that the TCL is far too complex and detailed for functional use at the local and state level. Grainer recommended significant simplification that would enable localities of all sizes to more effectively assess their actual capabilities and identifies realistic areas for capability development. FEMA Preparedness and contractor support staff are preparing a revised TCL for review later in June at a follow-up meeting of the working group. Grainer has also been invited to attend working group meetings to address the EOC component of the TCL. The next meeting of that working group will also be held in June.

4. On May 22, Steve Grainer met with Lee Bennett, NIMS coordinator for VDEM. Mr. Grainer and Mr. Bennett discussed local fire service use and reporting on NIMS compliance using the up-graded and revised NIMSCAST assessment tool. NIMSCAST will be required by FEMA for assessing and verifying NIMS compliance beginning with the reporting period for 2008/2009. VDEM anticipates requiring all localities to submit NIMS Compliance verification using NIMSCAST. Grainer noted that some localities may have difficulty in meeting this requirement due to staff and technological constraints. The discussion also addressed VDFP involvement in supporting NIMSCAST use at both the state and local level. Grainer suggested that VDEM prepare a realistic set of reporting guidance to enable local fire service to accurately prepare their submissions in a timely manner. He also suggested that VDEM provide sufficient advance notification (including guidance) of reporting deadlines (as of now the deadlines

are TBD) and noted that from June through early July most localities would be deeply engaged in FY 2009 budget preparations and new fiscal year start-up. He also noted that if NIMSCAST guidance was released in late August or September, the state and some localities would be engaged in year-end budget close-out activities for the Federal Fiscal year. He suggested that VDEM convey these concerns to FEMA in order to prevent conflicts in expectations placed on local governments.

ARFF Program Chief:

- Since the last board meeting there have been six funded ARFF training classes with 17 ARFF Certification certificates issued; 88 Aircraft Live Fire Training Certificates of Attendance issued; and 70 Certificates of Attendance for the General Aviation Fire Fighting for Structural Fire Fighters.

HTR Program Chief:

- HTR Specialist Testing December 6th and 7th in Henrico County. There are four pretest/workup sites: Henrico - September 6th, Hampton - September 20th, Prince William County - October 4th and Roanoke - October 18th.
- Conducting written pretest for Vehicle TTT in Lynchburg on Friday, June 6th.

Upcoming Regional Schools and classes:

HTR	VIRGINIA DEPARTMENT OF FIRE PROGRAMS HEAVY AND TECHNICAL RESCUE ANNOUNCES TESTING DATES FOR RESCUE SPECIALIST CERTIFICATION Contact: Mark A. Morton, HTR Chief email mark.morton@vdfp.virginia.gov 804-221-3645	2008 RESCUE SPECIALIST TESTING APPLICATION
Division 5	Virginia Fire Training Weekend	August 23 & 24, 2008
Virginia	NFA - Command and Control of Incident Operations N831 Offered through Region III TRADE and hosted by Virginia Limited Space still available - 75-5 form must be completed Virginia Beach Fire Training Center	August 25-30, 2008
Division 4	Wise Regional Fire School	September 6 & 7, 2008

Stakeholder Events

EVENT	LOCATION	CONTACT
Pure Performance: The Impact of Drugs and Alcohol on the Fire Service and You! Sponsored by the Virginia Fire Chiefs Association in Conjunction with the Virginia Fire Officers Academy	University of Richmond Jepson Hall--Room 118	Dennis O'Sullivan American Athletic Institute <i>Vice President for Professional and College Development</i>
"MAYDAY: An In-depth Analysis of a Fairfax County Mayday Incident" Sponsored by the Virginia Fire Chiefs Association in Conjunction with the Virginia Fire Officers Academy	University of Richmond Jepson Hall--Room 118	
Fire Officer Seminar	Southwest Virginia Fire Officers Association 1st Annual Fire Officer Seminar	Contact Training Chief - Teddy Adkins at teddy.adkins@roanokeva.gov or Training Chief Rodney Ferguson at RFerguson@roanokecountyva.gov

Ken Brown asked if the Regional School concept was continuing to be effective.

Larry McAndrews commented that the schools are effective in the regions in which there is support of the Regional School concept.

COMMENTS FROM THE COMMITTEE CHAIR

Rick Burch commended everyone involved with the Rescue Challenge held in Roanoke Valley.

The Safe Arrival driving program has been completed and is being shipped out to all Virginia fire and EMS organizations.

Rick Burch also noted that his locality recently worked with Motorola regarding radio transmissions during a Mayday Firefighter Down call. Rick offered to provide VDFP with the PowerPoint slides regarding the use of radio communications over various background noises.

UNFINISHED BUSINESS

Topic: Crew Chief (Master Firefighter) Program – Enclosure 2

Motion: NA

Discussion:

The Committee Chair requested that each committee member review the curriculum package and provide comments to VDFP.

Vote: NA

Action: NA

NEW BUSINESS

Topic: Extrication Issues Related to Hybrid Vehicles

Motion: NA

Discussion:

Ken Jones noted the hazards involved with vehicle extrications for hybrid vehicles and asked whether VDFP was currently developing materials related to hybrid vehicle extrication safety.

Dave Jolly informed the committee that the Agency's vehicle curriculum committee had developed an extrication safety CD and the Agency is willing to provide it to localities that would like a copy. It was also recommended that localities work with their area car dealers that are familiar with hybrid vehicle maintenance.

Vote: NA

Action: NA

Topic: Incident Management Training

Motion: NA

Discussion:

Ken Jones stated that the Tidewater Fire Chiefs wanted to know if there was an Incident Management Training (IMT) package available for disbursement.

Billy Shelton stated that the Agency has Mobile Incident Command Teams (MIST), but at this time the Agency does not have a formal IMT training curriculum package available for disbursement.

VDEM stated that FEMA was in the process of developing a training program that can be integrated into use at an event.

Ken Jones asked that a state level POC from VDEM and VDFP be provided to him.

It was also noted that the Virginia Department of Forestry has an overhead team that can be dispatched through the VEOC.

It was also noted that it would be nice if a Statewide Overhead Management team could be established as part of Statewide Mutual Aid.

Vote: NA

Action: NA

Topic: ProBoard Training Recognition in Virginia

Motion: NA

Discussion:

Ken Brown stated that within Virginia, a firefighter with ProBoard certifications, in some localities, must retake training in order to be qualified to work in a different locality. Ken questioned whether there is anything that can be done to eliminate the re-training requirements for ProBoard certifications when a firefighter relocates to a different locality.

It was noted that the ProBoard certifications are beneficial in the hiring process.

Vote: NA

Action: NA

Rick Burch requested that the Committee meeting time be changed from 8:00 am to 8:30 am.

ADJOURNMENT

The Committee adjourned at 9:56 am

Clerk of the Committee
Brook M. Pittinger

REVIEWED BY:



Larry McAndrews
Branch Chief of Training & Operations

June 6, 2008

Date

Enclosures:

1. VDFP Training Report
2. Master Firefighter Program (Crew Leader) - available from VDFP upon request

**VIRGINIA FIRE SERVICES BOARD
Fire Prevention and Control Committee
June 6, 2008**

A regular meeting of the Committee on Fire Prevention and Control was held at the Virginia Department of Fire Programs Head Quarters Office in Glen Allen, VA at 11:00 am. Mr. Michael Reilly served as Chair.

COMMITTEE MEMBERS PRESENT

Michael Reilly -Chair

Dennis Mitchell

Brian Mullins
Ed Altizer
Carl Garrison

COMMITTEE MEMBERS ABSENT

Barbara Hamm
Insurance Industry Board Member – position vacant

VFSB MEMBERS PRESENT

Rick Burch
Ken Jones
Tommy Fuqua
Chris Kollman
Tom Moffett
Bill Kyger

AGENCY MEMBERS PRESENT

Billy Shelton	Teresa Duncan	Dave Jolly
Brook Pittinger	Larry McAndrews	Russ Chandler
Amanda Wood	Bobby Bailey	

GUESTS PRESENT

Charlie Singleton - VSCA	Tish Campbell - DPB
Glen Dean – SFMO	
Ron Reynolds – SFMO	
Ed Rhodes - VFCA	

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 2008 meeting. With no changes to the minutes, the April 17, 2008 meeting minutes were approved.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ROLL CALL

CHANGES TO THE AGENDA

Unfinished Business:

There was no unfinished business discussed at the Committee Meeting.

New Business:

- A. Fireworks
- B. Fighting Fires with Facts

PUBLIC COMMENTS

There were no public comments.

COMMENTS FROM THE VDFP LIAISON Branch Chief of Training & Technical Services

The following report was provided by Russ Chandler:

Pro-Board:

As of May 30, 2008 there have been 5,862 new certifications sent to the National Profession Qualifications Board (ProBoard) for entry on behalf of Virginia's firefighters. This number may seem high for one quarter, but it includes more than 3,700 certifications that had not been captured by ProBoard in the past. Thanks to revisions and enhancements in our system and procedures to handle our system, we were able to capture this additional information and have those certifications nationally recognized. This takes us to 52,808 certifications nationally registered for Virginia.

VFMA Report on G-3 Sprinkler Heads:

This quarter has been pretty busy for the VFMA. Along with multiple schools, great strides have taken place within the office to make a more active state system. The G-3 sprinkler head, made by the Reliable Sprinkler Co., has been a topic of heated discussion.

It appears that there have been several fires, reported so far, that have occurred, in which the head itself failed and caused the fire to spread to adjacent areas, which resulted in significant damage. The G-3 head, as is stamped on the frame of the head, is a dry system head, that has an O-ring insert with a neoprene ring washer. The idea behind the head was after the head was heated and the link melted that the air and water pushed the plug with the o-ring seal out thru the opening and it became a wet system. This is designed to push the plug out of the head at 7 lbs of pressure.

After the fires, the heads were sent to a lab for testing, and the test was stopped at 180 lbs. at the head, with the plug still in place. It appears that the plug with the seal is jamming for multiple reasons with-in the head barrel itself and causing failure.

The heads are predominantly found in condos, on the decks and balconies, to satisfy the grill areas code. They are also in loading dock areas. Fairfax and Frederick Counties have had the fires, so far, that were reported or even found. The State Fire Marshal's office and the Attorney General's Office have now gotten involved with the VFMA and the affected jurisdictions to formally request a recall of the heads. A meeting is scheduled to accomplish this with Reliable in the next couple of weeks.

If anyone has an issue with a fire that involves the G-3 head, you can call the State Fire Marshal's office, for Ed Altizer.

VFMA Training:

As always, the VFMA has classes going year round throughout the Commonwealth. These classes range from investigations, inspections, public education and law enforcement topics.

Latex Finger Printing Project - Bobby Bailey provided the committee with a briefing on a Latex Research project being conducted by VDFP (Enclosure 3). This project has proven scientifically that the process of spraying latex onto a surface will remove the soot allowing the recover of both fingerprints and blood splatter. A position paper has been reviewed by both the American Academy of Forensic Science and the International Symposium on Fire Science and both have accepted the findings and the latter has published the paper in their publication, allowing worldwide review. Truly, Virginia has set the pace and has proven once again we are a leader in the Fire Marshal field.

Fire Investigations - In the Fire Investigation classes, the VFMA has conducted 2 schools this quarter with 43 students completing the course. The first class was in Virginia Beach and the 2nd was in Hanover County. Many thanks to both jurisdictions for assisting with the burns and holding the class.

In addition to the two 1033 classes, the VFMA conducted a week long in-service school for the Virginia State Police Arson & Bomb Squad. The school was held at the State Police headquarters in Chesterfield with the burn scenes conducted in Stafford County. There were 25 agents attending the class from across the state.

The VFMA conducted an arson and vehicle fire class for the Tidewater area HEAT unit sponsored by the Virginia State Police HEAT and Norfolk area auto theft unit.

The CFFI program has really taken off as well with several classes taking place. Chesterfield & Virginia Beach hosted the classes with over 50 students attending. More schools are scheduled across the state. The VFMA has classes up to module 4 now, with 10 scheduled. Once obtained, a CFFI credential will be awarded to each student that completes the 10 modules.

The VFMA is also pleased to announce the award to Kidde training trailers for the purchase of two burn cell units. 53', 3 cell units that will eliminate the use of acquired structures for investigator training. The trailers are equipped with thermal imaging, video, and electrical. These will be a great asset to the program.

Fire Inspections - The Fire Inspector classes have been a great success this quarter with 2 classes held. The first in Virginia Beach had 27 students. The second class in Stafford County had 24 students. Again many thanks to both jurisdictions with a successful class.

Environmental Crimes - The Environmental Crimes class conducted 2 schools, one in Norfolk and one in Henrico County. Each class had over 20 students in each.

Public Fire and Life Safety Education - The Public Fire Education program has really taken off with multiple classes and an addition to our cadre. The VFMA has purchased the Robotronic's remote control robot, Sparky. A talking, rolling, animated fire truck with a Dalmatian dog as its driver. This will be a great asset to the program for instruction of students to relate with children on fire safety.

The Pub Ed program has conducted four Pub Ed I & II classes with 90 students. The classes were held in Marion Va., Albemarle County, Roanoke County and Williamsburg. The VFMA also conducted a Play Safe- Be Safe program for child care providers in York County, with 26 child care providers.

A campus safety seminar is to be held in June in Harrisonburg at James Madison University, with Executive Director Billy Shelton the guest speaker.

JD Jenkins is currently serving as President of the Virginia Fire & Life Safety Coalition and also member at large for Injury prevention for the Virginia Department of Health. The Public Fire Education program is constantly being reviewed and tweaked as needed, as this is a new class to the program.

The VFMA is pleased to have contributed to the effort to maintain the Public Education program within the Virginia Beach Fire Department, which was subject to be withdrawn as a result of budget issues. Great job to Keith Arnold and JD Jenkins for assisting in keeping this program alive in the Tidewater area.

COMMENTS FROM THE VDFP LIAISON Grants and Local Aid Manager

Amanda Wood provided the following information:

Annual Packages were sent out June 3, 2008 and the website has been updated to reflect the latest data.

COMMENTS FROM THE COMMITTEE CHAIR

Mike Reilly reminded Board members that they should forward all comments regarding the Fire Prevention & Control Document to Russ Chandler.

It is anticipated that by the August Board meeting the Board will be able to vote on the revised Fire Prevention & Control Document.

Mike Reilly encouraged all fire service members to get as many voters as possible to attend the ICC Conference in Minneapolis in September 2008. It was requested that staff seek approval for 3 VFSB members – Robbie Dawson, Mike Reilly & Dennis Mitchell – to attend the September ICC Conference.

Mike also thanked the three Board members that are leaving the Board for their dedication and hard work during their Board appointment.

REPORT FROM THE CODE CHANGE AND DEVELOPMENT SUB-COMMITTEE

There was no report made during the committee meeting.

REPORT FROM THE DEPARTMENT OF FORESTRY

Carl Garrison provided the following information.

Carl showed a new Smokey Bear PSA – “Get Your Smokey On.”

Carl also stated that their department is still providing support teams to North Carolina and Texas to assist with their wildfire suppression efforts.

This year approximately 26,000 acres have been destroyed by wildfires.

Roger Moyer, VDOF, received the Browning Award for his fire prevention efforts in Augusta County.

UNFINISHED BUSINESS

There was no unfinished business discussed at the committee meeting.

NEW BUSINESS

Topic: Fireworks

Motion: NA

Discussion:

Ed Altizer commented that the Standards Council has been meeting on the fireworks code and there is a possibility that a subcommittee will be created that will examine the regulation of fireworks. If the subcommittee is created, Ed is going to request that at least one for the six fire marshals on the committee be from Virginia.

During the past VGA session, legislation was introduced that would redefine fireworks and also prevent local fire marshals from modifying the state code to meet their localities needs. This legislation was not passed; however, two workgroups were created to examine the various issues surrounding the sale and usage of fireworks.

The Retail Sale workgroup provided a report to VML and VACO on May 19, 2008 that stated:

- There is currently no statutory issue(s) regarding the state code pertaining to the sale of consumer fireworks; and
- The workgroup also determined that the current consumer fireworks definition(s) are satisfactory and at this time there is no need for modification.

Vote: NA

Action: NA

Topic: Fighting Fires with Facts

Motion: NA

Discussion:

Russ Chandler provided a review of the 2008 Fighting Fires with Facts reports, which will be published in July 2008.

The 2008 report contains a detailed report of the fire statistics for each locality in the Commonwealth as well as a report on those localities/departments which are participating in the VFIRS reporting system.

The Agency has also modified the NFPA 1031 and 1033 classes to include information on the importance of reporting in VFIRS.

Vote: NA

Action: NA

ADJOURNMENT

The Committee adjourned at 12:20 pm

Clerk of the Committee
Brook M. Pittinger

REVIEWED BY:

Russell K. Chandler

Russ Chandler
Branch Chief of Training & Technical Services

June 6, 2008
Date

Enclosures:

- 1) VFIRS Report – Summary by Incident Type
- 2) NFIRS State Reporting Status
- 3) Latex Research Project

FENVAL

VIRGINIA FIRE SERVICES BOARD
Administration, Policy and Finance
June 6, 2008

A regular meeting of the Committee on Administration, Policy and Finance was held at the Virginia Department of Fire Programs Head Quarters Office in Glen Allen, VA at 2:00 pm. Mr. Dennis Mitchell served as chair.

COMMITTEE MEMBERS PRESENT

Dennis Mitchell – Chair
Kenneth J. Brown – Vice Chair
Richard E. Burch Jr.
Michael Reilly
William B. Kyger, Jr.
Gary Eads
J. Chris Kollman
Brian Mullins

COMMITTEE MEMBERS ABSENT

NA

VFSB MEMBERS PRESENT

Tom Moffett
Tommy Fuqua
Ken Jones

AGENCY MEMBERS PRESENT

Billy Shelton	Teresa Duncan	Dave Jolly
Brook Pittinger	Larry McAndrews	Russ Chandler
Amanda Wood	Jim Davidson	

GUESTS PRESENT

Charlie Singleton – VSFF	Mike Matthews – TSG	Garrey Curry – Gloucester County
Phil Paquette – Goochland County Fire & Rescue	Jim Eicholtz	Georgette Hurley – Gloucester County
Becky Carter – Buckingham County	Tish Campbell – DPB	Adam Thiel – Alexandria
	Ed Rhodes – VFCA	
	Ron Reynolds - 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 April 2008 meeting. With no changes to the minutes the April 17, 2008 meeting minutes were approved.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ROLL CALL

CHANGES IN AGENDA

Unfinished Business:

- A. Shenandoah County Burn Building Application
- B. Accomack County Burn Building Application
- C. Alexandria Burn Building Application
- D. Wise County Burn Building Application
- E. Buckingham County Time Extension
- F. Gloucester County Burn Building
- G. Request of Extension Roanoke and Franklin Counties

New Business:

- A. Louisa County Burn Building Application
- B. Review of Burn Building Policy
- C. Update from the Fire & EMS Redesign Subcommittee

PUBLIC COMMENTS

Charlie Singleton thanked Tommy Fuqua, Gary Eads and Chris Kollman for their time and service on the VFSB.

Phil Paquette informed the Committee of several changes that have occurred within DHCD related to training and code changes.

REPORT BY THE VDFP LIAISON

VDFP Branch Chief of Administration and Support

Teresa Duncan provided the following report:

IT/ VFIRS:

- The *Fighting Fire with Facts* report will be ready for distribution on July 1, 2008.
- VFIRS reports will be distributed at the Full Board meeting and are available on VDFP's website at www.vafire.com.

Marketing & Communications:

- Annual Fallen Firefighters Memorial Service will be held on Saturday, June 7th at noon in the Old Dominion Building at RIR.

Policy & Legislation:

- The next VDEM/VDFP Stakeholders Meeting will be June 26th at the Central Virginia Community College Bedford Center.

Procurement:

- The lease negotiations are being completed to consolidate the VDFP & SFMO Roanoke offices, which will now be located at the existing VDFP Division 6 office - Thirlane Road location.

Financial Services:

- Budget development will begin in mid July and the Board's FY09 budget will be presented to the Board at the August 2008 Board meeting.

**REPORT BY THE VDFP LIAISON
Grants & Local Aid Manager**

The following information was reviewed by Amanda Wood.

Budget Report:

- Statement of Cash – Interest Account as of April 30, 2008 – Enclosure 2
- Burn Buildings
 - Cash Obligations and Availability as of April 30, 2008 – Enclosure 3
 - FY2008 Spending Plan – Enclosure 4
- FY2009 budget will be developed in July and will be reported to VFSB at August meeting

Grants and Local Aid Report:

- Annual Packages going out first week of June, to include:
 - FY09 ATL documents package
 - FY09 Training Mini Grant Application package
 - FY09 VFIRS Hardware Grant Application package
 - Letter introducing Amanda Wood as the new Grants & Local Aid Manager
- ATL
 - FY07 ATL Disbursements – Enclosure 5
 - 99.5% funds disbursed – posted on www.vafire.com
 - 1 jurisdiction remaining – Belle Haven
 - FY08 ATL Disbursements – Enclosure 6
 - 92.8% of total FY08 funds disbursed
 - 80.9% of 324 localities (262 jurisdictions released)
- Conference and Education Assistance funding
 - Applications received as follows requesting total funding of \$89,700; however due to funding shortages and interest money being taken, the Agency does not see a funding stream to make any awards for FY09.
 - Virginia Fire Prevention Association, Inc. \$5,000
 - Roanoke Fire-EMS \$15,200
 - Prince William Fire & Rescue \$6,000
 - Virginia Fire Chiefs Association Inc. \$37,000
 - Virginia Fire Chiefs Association Inc. \$20,000
 - City of Fairfax Fire \$6,500

The Board chose to take no action in the Conference and Education Assistance funding at the June Board meeting.

Burn Building Report:

- Burn Building Project Summary FY08 – Enclosure 7
- Localities who have submitted applications for new construction:
 - Accomack County (submitted 2/2008, re-submitted 5/2008)
 - Alexandria City (submitted 2/2008, re-submitted 5/2008)
 - Louisa County (submitted 5/2008)
 - Shenandoah County (submitted 2/2008, re-submitted 5/2008)
 - Wise County (submitted 2/2008, re-submitted 5/2008)
- Localities who have submitted applications for 2nd round solicitation of renovations/repairs – Enclosure 8 – 5-Year Inspection Summary Spreadsheet:
 - Halifax County (TSG recommended \$31,600)
 - Henry County (TSG recommended \$4,500)
 - Henrico County (TSG recommended \$14,000)
 - Charlottesville City (TSG recommended \$9,500)
 - Prince William County (TSG recommended \$16,500)
 - Galax City (TSG recommended \$18,000)
 - Coeburn Town (TSG recommended \$20,000)
 - Lee County (TSG recommended \$17,500)

Topic: Renovations/Repairs

Motion: To approve up to \$155,186 for obligation for the burn building renovations and repair costs.

Discussion:

Clarification was provided that the amounts awarded to each locality will be based on the TSG report +/- 20%.

Vote: All in favor

Action: To present to the Full VFSB.

- Localities requesting time extensions:
 - Buckingham County requesting no-cost time extension for project completion
 - Able to secure bids successfully; however, project bids came in higher than \$400k for construction; County is expecting to be able to cover the difference in costs plus site preparations costs
 - Franklin County requesting time extension for submission of building permit for approval of Prototype II for Class B Fuels
 - Roanoke County requesting time extension for submission of building permit for approval of Prototype II for Class B Fuels
- Follow up from Burn Building Sub Committee

- Revised Burn Building Grant Application for review/approval with effective date of 7/1/2008 – Enclosure 9

Topic: Revised Burn Building Grant Application

Motion: To accept as submitted the application as presented by VDFP.

Discussion:

There was no discussion held on this topic.

Vote: All in favor

Action: To present to the Full VFSB.

- Revised Burn Building Policy for review/approval with effective date of 7/1/2008 – Enclosure 10
- Burn Building Letter notifying all recipients of revised Policy, VFSB Policy, and Agency Practices effective 7/1/2008 – Enclosure 11
- Engineer Update – Report from The Structures Group – The following information will be covered under the TSG report:
 - Changes in Prototype design (from 4/08 meeting) to be adopted
 - Changes in Project Manual (from 4/08 meeting) to be adopted
 - Delivery of Prototype II for Class A Fuels

COMMENTS FROM THE BURN BUILDING SUBCOMMITTEE CHAIRMAN

Ken Brown provided the following information from the Burn Building Subcommittee, which was held on May 15, 2008:

- The subcommittee provided recommendations to revise the Burn Building Policy and create a Burn Building letter for the localities receiving the Burn Building grant.
- The subcommittee agreed that the request for new burn buildings should be tabled until the Board is past its current fiscal constraints.
- It was also noted that in the future the Board should develop the definition and prototype for a regional burn building facility, as well as pick locations that can support a regional facility in their jurisdictions. The intent of the regional facility is to provide advanced training beyond Firefighter I & II training. It was also recommended that the facilities could be used for various public safety agencies, police, fire, homeland security, etc.
- It was recommended that for single ownership buildings (non-regional buildings) repair and/or renovation project funding, for those burn buildings that are larger than the Prototype Drawings and Attachment B guidelines, will be based on the percentage of the building which is in accordance with Attachment

B and the Prototypes drawings. (i.e. if the structure is 2000 sq feet total, but the portion of the building covered by the Burn Building grant program is 1000 sq feet, the locality will receive 50% of the total funding request to complete repairs/renovations on the Burn Building grant funded building.)

- It was noted that for regional buildings a different formula will be utilized to accommodate for the heavy building usage by multiple localities.
- It was requested by the Board that the agency develop a Mobile Burn Prop plan that can be reviewed by the Board for future decisions regarding the purchase of a mobile burn building.

Topic: Burn Building Subcommittee

Motion: To accept, as submitted, the revised Burn Building Policy and Burn Building Letter (Enclosure 10 & 11).

Discussion:

There was no discussion held on this topic.

Vote: All in favor

Action: To present to the Full VFSB.

COMMENTS FROM THE STRUCTURES GROUP, INC

Mike Matthews visited two Prototype 2 – Class A buildings in order to visually inspect the building in order to complete the Prototype drawings. TSG has completed the Prototype 2 – Class A building drawings and provided VDFP with copies of the drawings at the June 2008 Committee meeting.

The Project Manual now includes an information packet at the beginning and a copy of the Project Manual was provided to VDFP at the June 2008 Committee meeting.

COMMENTS FROM THE COMMITTEE CHAIRMAN

The committee chair informed the committee and public that with the loss of the \$1.2M in interest money that the Board will be limited in its grant program funding.

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE EDUCATION AND TRAINING

There were no financial issues from the committee on Fire Education and Training.

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE PREVENTION AND CONTROL

There were no financial issues from the committee on Prevention and Control.

UNFINISHED BUSINESS

Topic: Shenandoah County Burn Building Application

Motion: NA

Discussion:

Please see the discussion held under the Topic: New and Replacement Burn Building Requests.

Vote: NA

Action: NA

Topic: Accomack County Burn Building Application

Motion: NA

Discussion:

Please see the discussion held under the Topic: New and Replacement Burn Building Requests.

Vote: NA

Action: NA

Topic: Alexandria Burn Building Application

Motion: NA

Discussion:

Chief Thiel informed the committee that during a cold evolution in their burn building there was a collapse of a non-load bearing wall and as a result their building has been closed until the wall is repaired. Enclosure 12 – Copy of the Alexandria letters.

Chief Thiel asked whether using the repair grant to repair the collapsed wall would preclude them from being considered for a new burn building.

It was noted that accepting the repair grant would not preclude Alexandria from applying/being considered for a new burn building once funds become available.

Vote: NA

Action: NA

Topic: Wise County Burn Building Application

Motion: NA

Discussion:

Please see the discussion held under the Topic: New and Replacement Burn Building Requests.

Vote: NA

Action: NA

Topic: Buckingham County Time Extension

Motion: NA

Discussion:

Becky Cater informed the Committee that they were able to secure bids successfully; however, project bids came in higher than \$400k for construction.

Buckingham County is requesting a no-cost time extension for project completion.

The Committee asked whether one year would provide Buckingham County sufficient time to complete the construction and Becky Carter agreed to the one year time extension.

Please see the motion under Topic: Buckingham, Roanoke & Franklin County Time Extension.

Vote: NA

Action: NA

Topic: Gloucester County Burn Building

Motion: Deny the current application, but approve the grant reimbursement of up to \$100,000 upon the compliance of the original application by the installation of a complaint Class B fueled prop as approved by the VFSB engineer of record with

all work completed and submitted by 12/31/08. Failure to comply will cancel this grant.

Discussion:

A Gloucester County representative provided comments to the Board that they have completed their building prior to the grant deadline and the building is currently being used by local fire personnel.

Gloucester County is seeking funding of \$100,000 to complete their burn building project.

Vote: All in favor

Action: To present to the Full VFSB

Topic: Gloucester County Burn Building – Current funding disbursed

Motion: Not to pursue to recoup the \$80,000 disbursed to Gloucester County at this time.

Discussion:

For VDFP staff to send a letter to Gloucester County detailing the actions of the Committee at the June Committee Meeting.

Vote: All in favor

Action: To present to the Full VFSB.

Topic: Roanoke & Franklin County Time Extension

Motion: NA

Discussion:

Rick Burch, Roanoke County, requested a one year time extension in order to utilize the newly developed prototype drawings.

Please see the motion under Topic: Buckingham, Roanoke & Franklin County Time Extension.

Vote: NA

Action: NA

Topic: Buckingham, Roanoke & Franklin County Time Extension

Motion: To approve no cost time extensions for Buckingham, Roanoke & Franklin County burn building projects (for each locality).

Discussion:

This motion is for one year for each locality beginning July 1, 2008.

Vote: 7 –Ayes and 1 Abstention (Rick Burch)

Action: To present the Full VFSB.

Topic: New and Replacement Burn Building Requests

Motion: Due to the current financial situation of the state, all request for new and replacement burn building applications be tabled indefinitely, which includes requests from: Shenandoah County, the City of Alexandria, Louisa County, Wise County and Accomack County and that these existing applications need not reapply and will remain in the queue.

Discussion:

It was noted that Harrisonburg was not included in this motion as they did not resubmit a new burn building application per the VDFP Award letter sent out after the February 2008 Board meeting.

The Committee requested that VDFP send a letter to each of the aforementioned localities explaining the Board actions.

Vote: All in favor

Action: To present the Full VFSB.

NEW BUSINESS

Topic: Louisa County Burn Building Application

Motion: NA

Discussion:

Please see the discussion held under the Topic: New and Replacement Burn Building Requests.

Vote: NA

Action: NA

Topic: Review of Burn Building Policy

Motion: NA

Discussion:

The Burn Building Policy was revised to reflect the following changes:

1. To reflect the adoption of the four new Prototype drawings & Project Manual (replacing Attachment B);
2. To provide clarification regarding site fees; and
3. To provide clarification regarding the nature of the Burn Building Grant program – a cost share project.

Please see the motion under Topic: Burn Building Subcommittee

Vote: NA

Action: NA

Topic: Update from the Fire & EMS Redesign Subcommittee

Motion: To accept the report of the Fire & EMS study committee and send it on to the Full Board for approval.

Discussion:

Rick Burch provided the Committee with a review of the revised Fire & EMS design – Enclosure 13.

It was noted that in the Final Report Template, section 6 – Implementation Plan, will not be included in the Board's final report.

Vote: All in favor

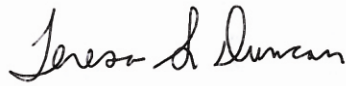
Action: To present the motion to the Full VFSB.

ADJOURNMENT

The Committee adjourned at 4:08 pm

Clerk of the Committee
Brook M. Pittinger

REVIEWED BY:



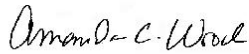
Teresa Duncan,
Branch Chief – Administration & Support

June 6, 2008
Date



Christine Lopilato
Financial Services Manager

June 6, 2008
Date



Amanda C. Wood
Grants & Local Aid Manager

June 6, 2008
Date

Enclosures:

1. VFPA Letter to Bill Shelton, DHCD
2. Statement of Cash – Interest Account as of April 30, 2008
3. Cash Obligations and Availability as of April 30, 2008
4. FY2008 Spending Plan
5. FY07 ATL Disbursements
6. FY08 ATL Disbursements
7. Burn Building Project Summary FY08
8. 5-Year Inspection Summary Spreadsheet
9. Revised Burn Building Grant Application for review/approval with effective date of 7/1/2008
10. Revised Burn Building Policy for review/approval with effective date of 7/1/2008
11. Burn Building Letter notifying all recipients of revised Policy, VFSA Policy, and Agency Practices effective 7/1/2008
12. Alexandria Letters
13. Revised Fire & EMS Redesign format – available from VDFP upon request