

## **VIRGINIA FIRE SERVICES BOARD**

**June 7, 2008**

A regular meeting of the Virginia Fire Services Board was held at the Virginia Department of Fire Programs Head Quarters Office in Glen Allen, VA at 9:00 am. Mr. Thomas Fuqua served as Chair.

### **BOARD MEMBERS PRESENT**

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

### **BOARD MEMBERS ABSENT**

Carl Garrison  
Barbara Hamm  
William B. Kyger Jr.  
Insurance Industry Board member – position vacant

### **AGENCY MEMBERS PRESENT**

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

### **GUESTS PRESENT**

Glen Dean – SFMO  
Charlotte Moore – Roanoke County  
Adam Thiel – Alexandria Fire Dept.

### **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 18, 2008 meeting minutes were approved.

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

## **ROLL CALL**

### **CHANGES IN THE AGENDA**

#### **Unfinished Business:**

There was no unfinished business discussed at the Full Board meeting.

#### **New Business:**

- A. Nominations For FY09
- B. Rules Of Procedure (vote to accept)
- C. VFSB/VDFP MOU
- D. Presentations
- E. Fire Safe Cigarette

### **PUBLIC COMMENTS**

There were no public comments made during the meeting.

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

The following report was provided by Billy Shelton:

- ATL for FY07 is 99.7% disbursed. There is one jurisdiction subject to forfeiture (Belle Haven).
- ATL for FY08 is 92.8% disbursed.
- Pro-Board Registration stands at 52,808.
- VFIRS transition to Version 5.0 in January 2009; approximately 10 agencies have not yet converted.
- SFMO Headquarters and Richmond Area office will relocate to Glen Allen during the 2<sup>nd</sup> week of June 2008, ahead of the 1 July 2008 transition date. The Agency is in the process of consolidating the Roanoke and Marion Office in an effort to achieve greater economies of scale.
- At this time, VFSB has lost all interest accrual for FYs 08, 09 & 10.
- FY 09/10 Budget has been approved for all agencies by Governor Kaine.
- Safe Arrival Program and Diversity: Recruitment and Retention Program are being shipped out in a phased program with all being out by mid June.
- Next Stakeholder's Meeting will be June 26<sup>th</sup> at the Central Virginia Community College in Bedford commencing at 1000.
- Virginia Fallen Firefighter's Memorial will be conducted on June 7, 2008 at the Richmond International Raceway (RIR) at noon in the Old Dominion building. Five dedicated firefighters will be memorialized.
- Two (2) Driving Simulators have been ordered to serve the Commonwealth.

- Two trailers with three burn cells each have been ordered for the Virginia Fire Marshal Academy; the burn cells eliminate the need for acquired structures and the associated environmental problems.
- Tony Dennis has assumed the Fire and Emergency Service Senior Analyst Position in the Fusion Center.
- The *2007 Fighting Fires with Facts* report is complete and will be mailed out to each Virginia Fire & EMS organization beginning July 1, 2008.

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

Tommy Fuqua reminded the Board members that the Fallen Firefighter Memorial Service begins at 12 noon today, Saturday, June 7, 2008.

Tommy Fuqua thanked the members of the VFSB for their hard work and dedication during his time on the VFSB.

Tommy Fuqua thanked Teresa Duncan for her work and support of the VFSB during her tenure with VDFP.

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

The following topics were discussed at the Fire Education & Training committee meeting.

#### **Class Size Minimums:**

Based on Board recommendations the Agency revised its class size minimums for various courses and Dave Jolly reported that he believes these changes have been effective thus far.

#### **Fire Officer IV Reciprocity:**

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).

#### **Crew Chief Curriculum:**

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

#### **Hybrid Vehicle Extrication Issues:**

The hazards involved with vehicle extrications for hybrid vehicles were noted and it was asked whether VDFP was currently developing materials related to hybrid vehicle extrication safety.

It was noted 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.

**Incident Management Teams:**

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

It was 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.

It was noted that FEMA was in the process of developing a training program that can be integrated into use at an event and a state level POC from VDEM and VDFP will be provided to Ken Jones.

**Pro-Board Certification Recognition:**

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

The Committee meeting time has been changed from 8:00 am to 8:30 am.

Rick Burch thanked Tommy Fuqua, Gary Eads and Chris Kollman for their service and dedication to the VFSB.

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

The following topics were discussed at the Fire Prevention and Control committee:

The VDFP Liaison and Ed Altizer provided an update on the G-3 sprinkler head malfunctions.

The VDFP Liaison also provided an updated on the VFMA training activities and an overview of the 2007 *Fighting Fires with Facts* report, which will be mailed out to localities beginning July 2008.

Mike Reilly also 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.

The VFMA Chief Bobby Bailey provided a presentation regarding the use of latex in order to secure evidence.

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

Information was also provided regarding the Standards Council, which 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. NFPA came out that fireworks are #1 injury for consumer products.

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.

Carl Garrison provided the following information as part of the VDOF report:

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.

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

The following topics were discussed at the Administration, Policy & Finance committee meeting.

**Topic: Burn Building 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:** Approved

**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:** Approved.

**Topic: Revise Burn Building Policy**

**Motion:** To accept, as submitted, the revised Burn Building Policy.

**Discussion:**

The changes to the policy were summarized by the Agency.

**Vote:** All in favor

**Action:** Approved.

**Topic: Revised Burn Building Project Manual**

**Motion:** To accept, as submitted, the revised Project Manual.

**Discussion:**

The changes to the Project Manual were summarized by the Agency.

**Vote:** All in favor

**Action:** Approved.

**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:**

At the Committee meeting, 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:** Approved.

**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:**

The Board requested that VDFP staff send a letter to Gloucester County detailing the actions of the Committee at the June Committee Meeting.

**Vote:** All in favor

**Action:** Approved.

**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:** 10 –Ayes and 1 Abstention (Rick Burch)

**Action:** Approved.

**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:** Approved.

**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 a review of the revised Fire & EMS design.

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:** Approved.

**Topic: Westmoreland County Fire & EMS Study Request – Enclosure 1**

**Motion:** NA

**Discussion:**

The Board agreed to conduct a Fire & EMS Study for Westmoreland County using the newly revised Fire & EMS Study format.

**Vote:** NA

**Action:** NA

**Topic: Prototype Drawings & Project Manual**

**Motion:** To accept the Prototype Drawings (Proto-Type I A & B and Proto-Type II A & B) as developed by TSG

**Discussion:**

No discussion.

**Vote:** All in favor

**Action:** Approved.

**UNFINISHED BUSINESS**

There was no unfinished business discussed at the Full Board meeting.

**NEW BUSINESS**

**Topic: Rules of Procedure**

**Motion:** To adopt the Rules of Procedure as presented.

**Discussion:** No discussion

**Vote:** All in favor

**Action:** Approved

**Topic: VFSB/VDFP MOU – Enclosure 2**

**Motion:** NA

**Discussion:**

The Board decided to delay the signing of the VFSB/VDFP MOU until the August 2008 Board meeting so that the Agency's Executive Director and Chair were both present.

**Vote:** NA

**Action:** NA

**Topic: Nominations for FY09**

**Motion:** The nominations committee has met and would like to place into nomination the following for the VFSB 2008-2009: Chair – Dennis Mitchell and Vice Chair – Michael Reilly.

**Discussion:**

Any nominations from the floor for Chair; by proclamation Mr. Mitchell is Chair.

Any nominations from the floor for Vice-Chair; by proclamation Mr. Reilly is Vice-Chair.

**Vote:** All in favor

**Action:** Approved

**Topic: VFIRS Report – Enclosure 3**

**Motion:** NA

**Discussion:**

A question was raised regarding the reporting period difference for Roanoke County.

Marion Long, VDFP, will contact Roanoke County regarding the reporting time frame.

**Vote:** NA

**Action:** NA

**Topic: Presentations**

**Motion:** NA

**Discussion:**

Tommy Fuqua presented Gary Eads and Chris Kollman each with a plaque and thanked them both for their time and dedication to the VFSB.

Dennis Mitchell presented Tommy Fuqua with a plaque and thanked him for his time and dedication to the VFSB.

Ken Jones also presented Tommy Fuqua, Gary Eads and Chris Kollman with a Newport News Fire Department coin.

**Vote:** NA

**Action:** NA

**Topic: Fire Safe Cigarettes**

**Motion:** NA

**Discussion:**

Ed Altizer informed the Board that Fire Safe Cigarettes, RICP Cigarettes, will be sold in Virginia within the next 6 to 8 months.

Ed Altizer thanked Ed Rhodes, Brook Pittinger and the Department of Agriculture for their hard work to ensure the RICP legislation was passed.

Ed Altizer also noted that in Virginia one of the leading causes of residential fires is attributed to cigarettes and that the Fire Safe Cigarettes should help reduce the number of fires caused by unattended cigarettes.

**Vote:** NA

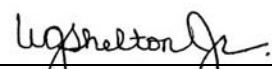
**Action:** NA

**ADJOURNMENT**

The Committee adjourned at 10:10 am

Clerk of the Committee  
Brook M. Pittinger & Teresa S. Duncan

**REVIEWED BY:**



W. G. Shelton, Jr.  
Executive Director

June 7, 2008  
Date

**Enclosures:**

1. Westmoreland County Study Request
2. VFSB/VDFP MOU
3. VFIRS Reports
4. VFSB Strategic Plan Update

FINAL