

VIRGINIA FIRE SERVICES BOARD
Administration, Policy and Finance
October 12, 2006

A regular meeting of the Committee on Administration, Policy and Finance was held at the South Hill Fire Department in South Hill, VA at 3:20 pm. Mr. Dennis Mitchell served as Chair.

COMMITTEE MEMBERS PRESENT

Kenneth J. Brown
J. Chris Kollman
Dennis Mitchell – Chair
Brian Mullins
Michael Reilly

COMMITTEE MEMBERS ABSENT

Floyd Thomas

VFSB MEMBERS PRESENT

Thomas Fuqua

AGENCY MEMBERS PRESENT

Brook Pittinger
Christine Lopilato
Teresa Duncan
Billy Shelton
Dave Jolly
Don Brown

GUESTS PRESENT

Charlie Singleton

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The Chair asked if there were any additions and/or corrections to the minutes of the August 2006 meeting. With no changes to the minutes, the August 12, 2006 meeting minutes were approved.

CHANGES TO THE AGENDA

Added Request for Board Funding

Unfinished Business:

A. Budget

New Business:

A. Augusta

- B. Meeting Schedules
- C. Mid-Atlantic State Fire Commission
- D. Request for Board Funding

PUBLIC COMMENTS

None

COMMENTS FROM THE VDFP LIAISON & BUDGET LIASION

Enclosure 1. – FY 2007 – Fire Programs Fund Aid to Localities Payments

Enclosure 2. – Burn Building Grants Obligations & Cash Availability

Enclosure 3. – Training Mini Grants Budgeted Obligations & Cash Availability

Enclosure 4 – VDFP HR Position Update

Policy Report

Human Resource Management

- See attachment/ Vacancy Listing – Enclosure 4 – VDFP HR Position Update

IT/ VFIRS

- 2006 Fire Service Needs Assessment Survey has been reviewed and will be placed on website by Friday. Division Chief Don Hansen completed this in the absence of a Research Analyst. Deadline for surveys is November 17th.
- List of fire departments not participating in VFIRS will be supplied at full board tomorrow along with year-to-date stats

Marketing & Communications

- Post cards were mailed to all volunteer and career fire departments as a reminder of key dates. (See samples)
- State Fair of Virginia – had a booth in the Commonwealth Building. Henrico County Division of Fire hosted the booth with us.
- Smoke Alarm Distribution for Division 7 – Northern Virginia was held on September 19th at 10am at the Fairfax County Fire & Rescue department's warehouse. **(3,689)**
- The Smoke Alarm Distribution dates have been scheduled as follows:
 - Division 2 – Wednesday, October 11 at 11:00 a.m. – Orange, VA **(847)**
 - Division 5 – Thursday, October 12 at 10:00 a.m. – Hampton, VA **(2,227)**
 - Division 3 – Tuesday, October 17 at 11:00 a.m. – Farmville, VA **(916)**
 - Division 6 – Wednesday, October 18 at 10:00 a.m. – Roanoke, VA **(710)**
 - Division 4 – Wednesday, October 18 at 2:30 p.m. – Marion, VA **(300)**
 - Division 1 – Friday, October 20 at 10:00 a.m. – Glen Allen, VA **(1,390)**
- Next goal is to complete a marketing plan for the agency

Policy & Legislation

- Final of MOU to sign
- Submitted to Secretary of Public Safety and seeking support for 2007 General Assembly:
 - Codify flashing red and white lights
 - Line of duty death benefit coverage
- Internal policies/ procedures for environmental issues as part of the Governor's scorecard
- Robert's Rule book for chair, vice chair and committee chairs
- Updating the VFSB Policy Manual

Procurement

- Went live October 1st with on-line purchase requisitions. A change for staff but will work through issues
- Resignation of Procurement Manager, last day November 9th. Will be allowed to begin recruitment process, hope to fill by November 20th.

Budget Report

- FY2007 Funding – funding from interest money for VFSB's ops budget
- ATL (FY 2007 – Fire Programs Fund Aid to Localities Payments – Enclosure 1)
 - 1Q07 disbursement made for over \$9.8m
 - Represents 55% of total FY07 funds, largest amount in VDFP history
 - Represents 60% of 324 localities, largest % in VDFP history
- Burn Buildings (Burn Building Grants Obligations & Cash Availability Enclosure – 2)
 - Cash Obligations and Availability as of August 31, 2006
- Training Mini Grants – FY07 applications deadline was September 30th (Training Mini Grants Budgeted Obligations & Cash Availability – Enclosure 3)
 - Received 64 applications for total funding requests of over \$400,000
 - 3 were disqualified for improper certification
 - 3 were disqualified for late postmarking
 - The Agency will be scheduling the evaluation panel to review and rate the applications
 - Statements of Cash Flow – Interest Account as of August 31, 2006

- VFIRS – FY07 applications deadline was August 31st
 - Received 28 applications, 1 disqualified for improper certification
 - Marion Long is performing his evaluation of applications received
- Reminder that \$50 per diem for non-state and non-local VFSB members will be processed through payroll (Stipend Forms)
 - Will receive 2 separate checks
 - Payroll
 - Travel reimbursement
 - Direct Deposit Forms for payroll and travel (old and new VFSB members)

COMMENTS FROM THE COMMITTEE CHAIR

None

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE EDUCATION AND TRAINING

None

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE PREVENTION AND CONTROL

Topic: Additional Mini-grants Funding

1st Motion: Fund up to an additional \$259,158.14 for mini-grants from interest monies

Discussion: Would like to fund all mini-grants so that Fire Prevention and Control committee doesn't have to come back for additional funding.

Vote: Motion carried

Action: None

Topic: Additional \$5,000 to send 2 Code Committee members to attend ICCC meeting in Rochester, NY

1st Motion: Additional \$5,000 from interest monies to send 2 Code Committee members to attend ICCC meeting in Rochester, NY

Discussion: none

Vote: Motion carried

Action: None

Topic: Fund additional \$20,000 for VFIRS grants

1st Motion: Fund additional \$20,000 from interest monies for VFIRS grants

Discussion: none

Vote: Motion carried

Action: None

Topic: Deny additional time relief to complete certifications with the VA Fire Marshal Academy

1st Motion: Student is requesting additional 6 month time extension to complete recertification

Discussion: none

Vote: Motion denied

Action: None

Topic: \$91,500 for VFSB's Operating Budget and \$1,500 from interest fund for code Committee.

1st Motion: \$91,500 for VFSB's Operating Budget and \$1,500 for code Committee from interest monies.

Discussion: none

Vote: Motion carried

Action: None

ADJOURNMENT

The Committee adjourned at 4:11 pm

Clerk of the Committee (Acting)
Brook M. Pittinger

REVIEWED BY:

Teresa Duncan, VDFP Liaison

Date

Christine Lopilato, Grant & Local Aid Manager

Date

Enclosures:

1. – FY 2007 – Fire Programs Fund Aid to Localities Payments
2. – Burn Building Grants Obligations & Cash Availability
3. – Training Mini Grants Budgeted Obligations & Cash Availability
4. – VDFP HR Position Updates

VIRGINIA FIRE SERVICES BOARD
Fire Education and Training Committee
October 12, 2006

A regular meeting of the Committee on Fire Education and Training was held at the South Hill Fire Department in South Hill, VA at 10:00am. Mr. Ken Brown served as Chair.

COMMITTEE MEMBERS PRESENT

Kenneth Brown – Chair
Gary Eads
Thomas Fuqua
Tom Moffett
Ken Jones
Richard Burch, Jr.
Floyd Greene (shadowing)
Richard Steinberg (shadowing)

COMMITTEE MEMBERS ABSENT

N/A

VFSB MEMBERS PRESENT

Chris Kollman, III
Dennis Mitchell
Michael Reilly

AGENCY MEMBERS PRESENT

Teresa Duncan
Brook Pittinger
Christine Lopilato
W. G. Shelton, JR.
Don Hansen
Russ Chandler
Don Brown
Dave Jolly

GUESTS PRESENT

Charlie Singleton
South Hill Fire Dept Chief (Chief Rosser)
South Hill Mayor
John Taylor
Aubrey Hyde, "Buddy"
Bruce Crow
Steve Eanes
Ron Hardgrave

Roll Call

Introduction of new VFSB Members:

Richard E. Burch, Jr is taking Chief Richard Steinberg's position on the board.

Ken Jones is taking Floyd E. Greene's position on the board.

Tom Moffett is taking Lora Sharkey's position on the board.

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The Chair asked if there were any additions and/or corrections to the minutes of the August 2006 meeting. With no changes to the minutes, the August 11, 2006 meeting minutes were approved.

Motion: To approve August 2006 meeting minutes

Discussion: No discussion

Vote: Motion carried

Action: Minutes Approved

CHANGES TO THE AGENDA

Unfinished Business:

- A. Burn Building Sub-Committee Report
- B. Class size Minimums

New Business:

- A. Clarification of Architecture Fees

PUBLIC COMMENTS

Charlie Singleton – performed introductions of South Hill Fire Dept Chief (Chief Rosser) and South Hill Mayor. Both Chief Rosser and the Mayor provided welcoming comments. Chief Rosser invited board members to Burn Building dedication and reception following the dedication.

Chief Crowe, Waynesboro FD, presented updates of burn building – 2 story residential, 4 – story tower, with 3 LP Gas Burning rooms. WHP is the builder. Ground breaking has occurred, building permit not yet acquired. Building permit is not required for the ground breaking. Building permit will be acquired by end of 2006.

Enclosure 1. – VFSB Training Committee Report - Don Hansen (acting for Larry McAndrews, Branch Chief of Training and Operations):

Enclosure 2. – VDFP Adjunct Instructors Listing by Division

Enclosure 3. – Burn Building Update - VDFP Grants Manager –
Christine Lopilato

COMMENTS FROM THE VDFP LIAISON

VIRGINIA FIRE SERVICES BOARD TRAINING COMMITTEE REPORT

The following information was reviewed by Don Hansen.

- Provided study results/updates for Pittsylvania Co, Caroline Co, Orange Co.
- 2006 Fire Service Needs Assessment Survey
- Training Calendar fiscal process – Enclosure 1a
- 1403 Compliance officer program – Enclosure 1b – NFPA 1403 Compliance Officer Administrative Guidelines
- Review of 1st Quarter 2007 Training number and statistics – Enclosure 1c
- Upcoming VDFP events – Enclosure 1d
- On-line Bookstore purchase beginning (Beta testing on 12/1/06)

Study Update: Pittsylvania Study was completed and submitted to the County Administrator on August 16, 2006, still waiting on request to present to Board of Supervisors.

Caroline Study – First Draft has been completed for committee member review (due back by October 16), written report to be completed beginning October 24, 2006

Orange Study – We have been advised of a request for Study awaiting team members to be assembled, Orange is looking for an accelerated Study timeline to address key issues. (Are all parties on Board with survey request?)

Needs Assessments Comments: 2006 Fire Service Needs Assessment Survey – Survey has been written and will go live Friday October 13, 2006. Mailers went out to 607 municipal fire departments on Friday October 8, 2006. The survey will conclude November 17, 2006 @ 2pm. The agency is asking for All Fire Board representative to assist with marketing to their respective stakeholder groups. Division 6 Chief will be this year's lead for the survey.

Discussion was held related to County fire departments where both career and volunteer fire departments receive the Needs Assessment survey. There were various solutions were offered as to how the county's can work with career and volunteers to ensure the Needs Assessment survey accurately reflects the county's needs. The solution was offered that next year the Needs Assessment letter includes a statement that encourages career and volunteer fire departments to work together to complete the Needs Assessment letter as a

“whole” county, rather than as separate operating entities. The solution was also offered to add a section to the Needs Assessment Survey that asks, “What FDIDs are you completing this report for?” VDFP will look at these recommendations and work with the VFSB to update the Needs Assessment Survey for 2008.

Funded School Request Process Comments - Enclosure 1a:

Ken Brown – requested that when there is a funding problem/issue, please provide contact locality and work with locality to ensure course isn’t lost. VDFP has assured that the agency will make every effort to ensure our agency works with the localities to ensure funding problems are fully communicated to the locality.

NFPA 1403 Compliance Officer – Enclosure 1b – NFPA 1403 Compliance Officer Administrative Guidelines:

NFPA 1403 Compliance Officer Administrative Guidelines handed out and reviewed by Don Hansen.

Review of VDFP’s 1st Quarter Training Data: Enclosure 1c: Review of training for 1st quarter 2007 training. For those courses cancelled 10 days before the class would occur, the division offices are working to reschedule those courses in the spring of 2008 (FY 2007).

Projected courses by Division

Division 1	77
Division 2	60
Division 3	99 (including non-funded using 1403 and test administrators)
Division 4	84
Division 5	55
Division 6	60 (not including 1403 and test admin)
Division 7	28
	453 Total (number will rise as year goes on)

Tom Moffett asked a question if it was possible to track the cancelled training classes to see if there are any trends. Don Hansen informed the Board that it was possible to extrapolate the data from FST and determine any trends (for an area or class). Billy Shelton informed the Board that Brook Pittinger, Larry McAndrews or any Division Chief can provide information related to training programs.

Upcoming VDFP Events – Enclosure 1d: Review of upcoming VDFP Training. These courses are listed on the VDFP website under “Upcoming Events.”

- 4 large regional schools and collapse schools going on next weekend, 10/21-10/22/06.
- Started Co-op with Nova group, those courses are listed under Stakeholder Events.

On-line Bookstore Process: The VDFP bookstore will be an on-line bookstore. Beta Testing will begin December 1, 2006. The on-line VDFP bookstore will be fully on-line the 1st of the year (2007). There will be pictures of the books online. Students can use credit cards to purchase books on-line. Purchase orders must be sent in if no credit card available. We are also carrying OEMS books in the VDFP bookstore (official start date July 1, 2007).

FESHE Meeting:

Don Hansen (Division Chief 6) and Buddy Hyde (VDFP Adjunct Instructor) will be attending TRADE @ the National Fire Academy to present the working of the Higher Education model on October 30, 2006

The Occupational Development Consortium Committee has completed the final DRAFT for Fire Officer Professional Development guidelines. This document was sent out for comments to the nine stakeholder groups. The full document will be presented to the Board at the November VA Fire Board meeting in Henry County – November 30, 2006. Also, Chairman Fuqua will be taking a copy of the document to Mid-Atlantic Conference.

VDFP Adjunct Instructors Listing by Division – Enclosure 2:

Secretary's Office had VDFP review current number of VDFP Adjunct Instructors – VDFP was approved for 118 additional Adjuncts:

- 50 will be hired immediately – once positions filled, come back to Secretary's office and additional positions will be approved.
- The additional 68 adjunct instructors will be hired in two cycles, which will each hire 34 adjuncts.

Ken Brown asked about Instructor Policy. Don Hansen informed Board that this issue was discussed at the Instructor College (2006) in Roanoke. Asked instructors to start teaching on a regular basis and if not teaching on a regular basis, VDFP staff will un-check the instructor from the Assigning Instructor module so that VDFP can track who "is" and "isn't" teaching. VDFP instructors were told to teach 16 hours in a 2 year time frame. Ken Brown questioned when will the teaching requirements per year will become a policy? Don Hansen informed the board that the 16 hour teaching requirement is currently in Beta Testing process and VDFP will monitor to verify efficiency and effectiveness of process. Once testing completed, VDFP will look at creating a policy – it is currently in draft form.

The Committee recessed at 11:36 AM

The Committee reconvened at 11:49 AM

Review/Update of Curriculum Development Process – VDFP's Dave Jolly:

Dave reviewed the VDFP Curriculum Development Process:

1. Update on Curriculum Development – The development process has been standardized to ensure that each program goes through the same

development steps necessary to develop a curriculum book for that program that will be kept at each Division Office. The master book will be retained within the Curriculum Office in Glen Allen. A draft policy will be sent to the Training Committee of VFSB for review at the next Board Meeting.

2. Each of the Curriculum books will contain an administrative guide for that program that will outline the requirements for that program to include the requirements for an instructor to retain their ability to instruct the program.
3. Each Student Package will contain an overview of the program that will ensure that the expectations of the program are outline ahead of time for the student. The methodology is that the student should be able to determine ahead of time the requirements and not get shocked the first class session.
4. The programs that have and awareness, operations and technician standard will be developed so they can be delivered as stand alone programs or combining awareness and operations together. This will address the concern of those localities that want to deliver the awareness level training within organized recruit academies and/or want stand alone awareness programs.
5. We have developed matrices for program development that will outline the task required and assign due dates and task assignments to keep the development process on track. This will allow for us to update/develop between 7 and 10 programs per fiscal year. With the current 53 programs that the agency is offering we should be in a five year cycle for program updating which is in line with NFPA Standard updates and technology updates/improvements.
6. Lastly, Dave is available to discuss any concerns, suggestions or comments the Board has.

At the December 2006 VFSB meeting, VDFP will present the Curriculum Development Policy.

COMMENTS FROM THE GRANTS MANAGER

Burn Building Project Summary – FY2007 – Enclosure 3.

Review of Burn Building Summary excel worksheet – Enclosure 3a. Christine went over each column on the Burn Building Project Summary excel worksheet.

The Grants Manager reported on the current Burn Buildings:

Augusta County – county to send building plans to VDFP. Construction to begin 12/06 with completion projected 28 weeks later. Building 2 story residential building.

Bedford City – New City Manager, Charlie Kolakowski and New Fire Chief, Zeph Cunningham. New City Manager and Fire Chief briefed on grant program, but has caused some delay. Site survey completed by contractor with proposal to follow.

Bristol – will stay at original site

Buckingham – Acquired real estate; sent building drawings and notes on CD 7/21/05

Chesterfield – 98% complete (class A), complete by September 2, 2006. have not yet requested final funding for both buildings.

Franklin – sent letter to POC requesting a revised application to include PAT and FLO; Approved in June, funded out of FY09

Gloucester – Received lease and mgmt contract (20 yr terms) – negotiating with lowest bidder for construction (all bids came in much higher than availability of funding).

Loudoun – Progressing on schedule with completion targeted for 12/06

Mecklenburg – Project Completed. 1st live burn completed. Building dedication 10/12/06. Final disbursement to made in 10/06.

Northumberland – funded out of FY07. have burn building plan approved. Engineer working on bldg plans to begin bidding process.

Pulaski – Dedication ceremony planned 10/30/06 (W. G. Shelton, Jr., Christine Lopilato, Teresa Duncan from VDFP will attend. Thomas Fuqua will also attend – VFBSB)

Spotsylvania – Building permit has been submitted; working on securing site contractor by 9/06; WHP is providing pre-fab construction.

Emporia – received revised application, A&E report complete

Hanover – issued PO. Not heard if completion in September

Chilhowie – sent letter to town encouraging them to attend future VFBSB meeting. had submitted application but recently decided to group with Marion and will reapply (building site actually owned by Marion).

Chesapeake – have not received joint application

Montgomery - Submitted application (Enclosure 3b) – will attend December 2006 meeting.

Augusta – Waiting for submission of building permit.

Gloucester – Waiting for submission of building permit.

At this time, no repair projects submitted. Anticipating application from Goochland Co.

Richard Burch asked if 2007 monies were already dedicated? Christine informed Board that the spending policy for 2007 will be presented at Finance and Admin Committee meeting. The burn building is a 24 month process – 12 months to get building permit and 12 months to build the structure.

There was discussion held regarding the Burn Building Grant process.

Engineer Update for Contract: Discussion of Attachment B to supersede Exhibit A – Enclosure 3c:

Looking to have final draft in December 2006 Board meeting for approval.

Burn Building Reviews

- First burn prop review is Newport News, will have draft report to share at Nov/Dec meeting
- Targeted completion of all reviews by December 31, 2007

NFPA 1402 – Guide to Building Fire Service Training Centers – Enclosure 3d

Class “B” Fuel Source – Enclosure 3e

COMMENTS FROM THE COMMITTEE CHAIR

None

UNFINISHED BUSINESS

Topic: Burn Building Sub-Committee Report

Motion: None

Discussion: Mike Reilly provided a brief history. Exhibit A has been eliminated as part of documented policy. Mike would like his sub-committee members to have a meeting November 16, 2006 in Richmond to get everyone’s notations together so that final recommendation can be put together for the new Attachment B. 12 x12 minimum standards for rooms.

Vote: None

Action: Meeting November 16, 2006 in Richmond to review sub-committee notations for Attachment B.

Topic: Class size Minimums

Motion: None

Discussion: Reduction in the minimum number of student requirement for classes with a single instructor. Justification for a reduction in the minimum number of student requirement for a course with 1 instructor will cost no-more or no-less than if they teach 20 students or 5 students. Ken Brown would like the number be reduced. Mr. Brown is concerned that the minimum student requirement is preventing training from occurring, which is hurting the fire departments.

Don Hansen commented to the Board that in his opinion, with the Leadership and Instructor Courses the large class size is needed for the

group projects and presentations. The lower number of students per class, lowers the class interaction.

Thomas Fuqua commented to the Board that in his opinion, between 6 to 8 students still works for the Leadership and Instructor Courses.

Chief Perry commented to the Board that in his opinion, the larger class size helps with total student interaction. Believes that the system we work under in VA and VDFP is what stifles the student participation training numbers.

Chief Burch commented to the Board that in his opinion, that if providing Leadership training to keep the volunteer departments going, then we should do what we can to accomplish this.

Tom Moffett commented to the Board that in his opinion, that the minimum number of student requirement should be based on the benefit the student receives and the decision should be made based on the student.

Don Brown commented to the Board that in his opinion, that we should start looking at our programs. Mr. Brown recommended looking at the programs and updating and revising our curriculum b/c that is what will attract and draw firefighters to our programs.

Vote: None

Action: At new Board member orientation, have committee members attend to discuss this issue further. VDFP will provide staff to support.

NEW BUSINESS

Topic: Clarification of Architecture and Engineering Fees

Motion: None

Discussion: As we transition to new burn building construction where some of the building is pre-fabricated, Mr. Fuqua would like to see the locality receive all the funding, up to \$435,000, for all A&E Fees and not splitting the funding out to the Architecture and Engineering fees. Believes will save funding.

Ken Jones commented to the Board that in his opinion, that funding be provided based on historical analysis so that the locality knows what to expect for the A&E fees.

Christine Lopilato commented to the Board that in her opinion, there needs to be a clear definition of how the funding will be dispersed (up to \$30,000) for A&E Fees and the locality needs to be aware of this funding commitment for the A&E fees. Money dedicated to A&E Fees, must go towards A&E fees and can't be saved and used towards something else. When a contractor builds a pre-fab burn building, the A&E fees are built into the construction price and the money dedicated to A&E fees needs to cover those fees within the construction price. The locality has an obligation to the IRS to differentiate what paid for in service and goods.

Vote: None

Action: This will be further discussed at work groups.

The Board will be attending the South Hill Burn Building dedication at 5 pm and the Reception at Brian's Steakhouse at 6:30.

ADJOURNMENT

The Committee adjourned at 1:55pm

Clerk of the Committee (Acting)
Brook M. Pittinger

DRAFT

**VIRGINIA FIRE SERVICES BOARD
Fire Prevention and Control Committee
October 12, 2006**

A regular meeting of the Committee on Fire Prevention and Control was held at the South Hill Fire Department in South Hill, VA at 1:00pm. Mr. Mike Reilly served as Chair.

COMMITTEE MEMBERS PRESENT

Ed Altizer
Dennis Mitchell
Brian Mullins
Michael Reilly – Chair

COMMITTEE MEMBERS ABSENT

Carl Garrison
Leonard Hamlin
Susan Williams

VFSB MEMBERS PRESENT

Richard Steinberg
Thomas Fuqua
Tom Moffett
Floyd Greene

AGENCY MEMBERS PRESENT

Russ Chandler
Brook M. Pittinger
Christine Lopilato
Billy Shelton
Dave Jolly
Don Hansen
Don Brown

GUESTS PRESENT

Charlie Singleton
Bruce Crow

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The Chair asked if there were any additions and/or corrections to the minutes of the August 2006 meeting. With no changes being made, the August 12, 2006 meeting minutes were approved.

Motion: To approve August 2006 meeting minutes

Discussion: No discussion

Vote: Motion carried

Action: Minutes Approved

CHANGES TO THE AGENDA

Unfinished Business:

A. Fire Prevention & Control Update

New Business:

A. Funding for Fire Code Committee

PUBLIC COMMENTS

None.

COMMENTS FROM THE VDFP LIAISON

Enclosure 1. – FY 2007 FY Training Mini Grants Applications

Enclosure 2 – FY 2007 VFIRS Applications

Enclosure 3 -- FY 2006 – Be Fire Safe, Virginia! Grant Program

Enclosure 4 -- Fire Departments Not Participating in VFIRS.

REPORT FROM THE VIRGINIA FIRE MARSHAL ACADEMY

Currently in the middle of Law Enforcement class.

Russ Chandler presented a student's case that missed the 6 month skills sheet deadline. The student was given one extension (which takes to 1 year pass due) and the student is requesting an additional 6 month extension from the Fire Prevention and Control Sub-Committee.

Motion: Motion for Committee to Review Student's Case

Discussion: None.

Vote: 0 Yea and 4 Nay

Action: Student's request denied.

Russ provided the following Data:

Statistics

Thanks to you the board and the efforts of many in the agency and in particular Marion Long we now have a tool for both today's concerns as well as tomorrows. On our website vafire.com you can click on Fire Data and Statistics on the main page. When you scroll down to the bottom of the page you will see several statistical reports of great value. The handout provided shows the statistics of the reporting departments for the calendar year 2005.

This one page speaks volumes. Considering not all departments are reporting into the system it is still interesting to see total calls at 532,853. Total fire losses resulted in \$485, 283, 338. total dollar loss is over one and a half billion. More important fires in Virginia have resulted in 403 civilian injuries and 202 firefighter injuries. And last but by far not least is the figure 67 fire related deaths in Virginia.

On the website there is also a five year comparison: in 2000 fire dollar loss was almost 129 million, yet in 2005 it was over 485 million. Firefighter injuries went from 174 in 2001 to 313 in 2005. This speaks volumes.

Those departments using the Virginia Fire Incident Reporting System are to be commended to help us prepare for more improvements in fire prevention using facts to make vast improvements in our efforts to reduce fire fatalities, injures and property loss. Just as important we have to remember that we need to strive to do everything possible to bring all of Virginia's fire departments in the system so we can see a clear picture of Virginia's losses from the ravages of fire.

Virginia Fire Marshal Academy

As you know, I will be assisting Billy for a few months. During the interim, the VFMA operations are in good hands. Because we do have an existing hierarchy in place, the Academy will continue to run smoothly. In addition, I have moved two Captains up to temporary Deputy Status. Karl Mercer will be handling all school scheduling and delivery. Wayne Baber will be handling recertification issues. Of course I will still be spending considerable amount of time working with them as well.

There is a slight change in school locations. I have been offering two 1031 schools in Virginia Beach. Attendance has not been as expected in using Camp Pendleton as expected for the low cost of lodging. Thus, I have moved that school to the West. This will give us two 1031 schools to rotate between Harrisonburg, Henry, Lynchburg, Roanoke, Marion and then back up to Harrisonburg. This will result in a class in each of these jurisdictions every two and half years. In the future I hope to do the same with the 1033 school as well.

Fire Data & Statistics

Year	# o f Fires	Civilian Fire deaths	Civilian Fire injuries	Firefighter injuries	Property loss
2005	27,094	67	403	313	\$485,283,338
2004	25,425	120	506	188	217,384,754
2003	21,846	69	493	183	\$301,000,000
2002	25,396	32	461	188	\$413,200,000
2001	22,610	42	408	174	\$124, 173,991
2000	22,033	48	388	206	\$128,819,206

Source Virginia Fire Incident Reporting System

Additional Statistics:

- [2002 Heat Source Statistics](#) - VFIRS - pdf
- [2002 Cause of Ignition Statistics](#) - VFIRS pdf
- [Fire Service Personnel by Locality, Gender, Status, & Race](#)
- [Fires in Virginia Nursing Homes and Care Facilities](#) - Year 2005 - pdf document
- [Fire in Virginia 2004](#) - VFIRS Statistics pdf
- [Fire in Virginia 2003](#) - VFIRS Statistics pdf
- [Fire in Virginia 2002](#) - VFIRS Statistics - pdf
- [Fire in Virginia 2001/2002 Comparison](#) - pdf
- [Monthly Incident Count \(Yr. 2005\)](#)
- [National Fire Department Consensus](#)
- [Summary by Incident Type \(Yr. 2005\)](#)
- [State Rankings.pdf](#)
- [Tally by Incident Type \(Yr. 2005\)](#)
- [Tally by Property Use \(Yr. 2005\)](#)
- [US Fire Statistics](#) .pdf
- ["VFIRS Facts – Fighting Fires with Facts"](#)
- [Virginia Fire Incident Reporting](#)

COMMENTS FROM THE GRANTS MANAGER

Training Mini Grants Applications – FY07 – Enclosure 1:

Applications deadline was September 30, 2006

- Received 64 applications for total funding requests of over \$400,000
 - 3 were disqualified for improper certification
 - 3 were disqualified for late postmarking
- The Agency will be scheduling the evaluation panel to review and rate the applications – would like to do before end of November 2006
 - VFSB tentatively schedule the Mini-grant review November 16th in Glen Allen at the VDFP Head Quarters.
 - (9:30 to 10:30 am Sub-Committee Meeting)
 - VFSB members to serve on the evaluation panel – Fire Prevention and Control Committee.
 - (11 to 4 – Training Mini-grant application review)

Motion: Motion to fund entire Training & Mini Grant provided they follow all guidelines. (Enclosure 1)

Discussion: None.

Vote: 4 Yea and 0 Nay

Action: Approved to bring to Finance, Policy and Admin Committee.

FY 2007 VFIRS Applications – Enclosure 2:

- VFIRS – FY07 applications deadline was August 31st
 - Received 28 applications, 1 disqualified for improper certification
 - Marion Long is performing his evaluation of applications received

Motion: Additional \$20,000 to fund VFIRS applications (will bring total to \$45,000 – currently at \$25,000)

Discussion: None.

Vote: 4 Yea and 0 Nay

Action: Approved to bring to Finance, Policy and Admin Committee.

Enclosure 4 -- Fire Departments Not Participating in VFIRS

FY 2006 – Be Fire Safe, Virginia! Grant Program – Enclosure 3:

- Be Fire Safe Grant Program
 - Smoke alarm distribution dates are scheduled throughout the month of October to be completed by 10/20/06
 - Distribution of smoke alarms was based on population.

COMMENTS FROM THE COMMITTEE CHAIRMAN

The Committee Chairman expressed the Committee's thanks to the Secretary of State, VDFP, and all other involved agencies for getting the resolution for Fire Prevention Recognition Week – Week of 10/16/06.

It was recommended by Dennis Mitchell that for next year, we get a picture with the Governor when he signs the resolution for Fire Prevention Recognition Week.

Mr. Altizer asked everyone at the meeting to let the Board Sub-Committee know if they hear one of the PSAs done for the Fire Prevention Recognition Week.

REPORT FROM THE CODE CHANGE AND DEVELOPMENT SUBCOMMITTEE

The committee would like to send more members to Rochester, NY. This is the final action hearings, which will result in the 2009 International Codes.

The Committee has not yet reviewed, but will look at the amount of fuel permitted in a vehicle inside a building. Currently it is 1 gallon. Will review and provide comment in the future.

REPORT FROM DEPARTMENT OF FORESTRY

Dennis Mitchell provided report since DOF representative was absent.

Leaving out construction related activities for building related to vegetation.

UNFINISHED BUSINESS

Topic: Fire Prevention & Control Plan Update

Russ Chandler provided update. Mr. Chandler proposed that change Fire Prevention and Control Plan altogether. The Board would put together and show achievable goals for 1, 3, and 5 years. Would show progress and be measurable tool to show if goals being achieved. This will reduce document considerably,

would have clarification for 3rd parties reading document. New Plan would have clearer, more attainable goals.

Mr. Reilly recommended rewrite Plan to show new measures and goals. Committee came to consensus that this is the direction they would take.

Enclosure 4 -- Fire Departments Not Participating in VFIRS

Ken Brown asked the Committee if a department received a grant and was not participating in VFIRS, what would happen? Christine Lopilato commented that they had 6 months to obtain hardware and get onto VFIRS system. If not reporting w/l 36 months, must repay hardware funding. You are required to report for 2 years if receive federal grant (DHS/AFG watchdog to make sure they are reporting, not VDFP). Committee is going to recommend that letter be included by VFSB Chair for next year.

NEW BUSINESS

Topic: Funding for Fire Code Committee

Motion: Finance Committee provide \$5,000 to send 2 members to New York meeting and an additional \$15,000 for the rest of year

Discussion: Make Code Committees recommendations available.

Vote: Motion carries

Action: Bring to Committee

ADJOURNMENT

The Committee adjourned at 3:11pm

Clerk of the Committee (Acting)
Brook M. Pittinger

REVIEWED BY:

Russell Chandler, VDFP Liaison

Date

REVIEWED BY:

Donald E. Hansen

Don Hansen, VDFP Liaison (acting)

October 17, 2006

Date

Larry McAndrews, VDFP Liaison

Date

Enclosures:

- 1. – VFSB Training Committee Report**
 - a. Funded School Request Format
 - b. NFPA 1403 Compliance Officer Administrative Guidelines
 - c. VDFP 1st Quarter 2007 Training Report
 - d. Upcoming VDFP Events

- 2. – VDFP Adjunct Instructor Listings by Divisions**

- 3. – Burn Building Update**

