

**VIRGINIA FIRE SERVICES BOARD**  
**Fire Education and Training Committee**  
**October 8, 2009**

A regular meeting of the Committee on Fire Education and Training was held at the VDFP Head Quarters in Glen Allen, VA at 8:30 am. Mr. Ken Jones served as Chair.

**COMMITTEE MEMBERS PRESENT**

Ken Jones – Committee Chair – Virginia Fire Chiefs Association  
Richard E. Burch Jr. – Virginia Fire Services Council  
Kenneth J. Brown – Virginia State Firefighter’s Association  
Felix Sarfo-Kantanka, Jr – General Public (appointed by chair)  
Michael Reilly – Full VFSB Chair – Virginia Chapter of the International Association of Arson Investigators (appointed by chair)

**COMMITTEE MEMBERS ABSENT**

Joe Wilson – Industry (SARA Title III & OSHA)  
Mike Armstrong – VA Chapter of the International Society of Fire Service Instructors  
Tom Moffett – Virginia Professional Firefighters Association

**VFSB MEMBERS PRESENT**

Elaine Gall – Virginia Fire Prevention Association  
Robert Scott – Insurance Industry Representative  
Carl Garrison – State Forester

**AGENCY MEMBERS PRESENT**

Brook Pittinger	Dave Jolly	Bobby Bailey
Christine Lopilato	Don Hansen	Glenn Dean

**GUESTS PRESENT**

Kurt Kight  
Ed Rhodes

**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 August 2009 meeting. With no changes to the minutes, the August 14, 2009 meeting minutes were approved.

## CHANGES IN THE AGENDA

### Unfinished Business:

- A. Firefighter I & II Curriculum
- B. 5 Year Training Plan
- C. Cancelled Classes

### New Business:

- A. Simulators
- B. Marine Firefighting for Land Based firefighters
- C. Industrial Fire Brigade

## PUBLIC COMMENTS

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

Don Hansen provided the following information:

The Training and Technical Services and Training and Operations Branch have been very busy during the first Quarter of FY10 (July 1 – Sept 30, 2009). The ARFF, HTR and NIMS Chiefs have been working with the Division Chief in each Division so we have an open line of communication for course scheduling and logistical needs.

**Instructor In-services** are continuing. This year the agency is offering In-service training to both Adjunct Instructor staff, which is mandatory every two years, and Certified Instructors to gain a more thorough working knowledge of the Agency and Operations. The agency will be conducting 7 in-class sessions 4 of which have been completed. With 3 remaining: Prince William, Chesterfield, and Roanoke. In addition, all instructors also have the option to take the same training on the Knowledge Center through December 15, 2009. To satisfy requirements from VDHRM we have added the Ethical Decision-making model to this years' training.

**Adjunct Hiring** process has begun. The open pre-application process began October 1, 2009 and will continue through November 30, 2009. All currently certified Fire Instructor Level II instructors with appropriate Train-the-Trainers may apply. December 16 (evening) and December 17 (daylight) we will be conducting written testing for Operations Instructors; all other testing will follow the published testing schedule. Mid-January we will conduct the interview and presentation process in Glen Allen.

**Knowledge Center** – Currently there are 7 classes published to the Knowledge Center to meeting the demands of the Fire Service, Emergency Medical Services and Law

Enforcement personnel. Currently we have 940 registered users on the site. Other courses in Fire Fighter, Fire Instructor and Fire Officer are currently being developed.

**Mid-winter Chiefs Conference** – Training and Technical Services Branches are working with Virginia State Training Staff to offer multiple courses through the VFMA, and Operations Branch. We will also be support the conference with Audio-visual logistics as in prior years.

**Quality Assurance Review** – Chief Don Brown, Chief David Jolly and I are working on a Quality Assurance program that will have an evaluative model (which will place evaluators in the classroom), and minimum teaching guideline standard to keep instructors up-to-date on current programs by requiring them to teach a specific amount of time in a two year period to remain as an active instructor in the disciplines that they hold valid Train-the-Trainers.

**Instructor College/Symposiums** – FY10 we will be offering two opportunities to canvas the state in the Western Regions and Eastern Region. The Eastern Region was recently hosted in Goochland County and had excellent attendance for six T-t-T with 75 trainer candidates in attendance. The second of two will be held in Bedford County the first part of June on the Satellite Campus of Central Virginia Community College.

**Burn Building Inspection** – Recently the Grants Manager and Branch Chief of Operations and Training completed operational procedures for Division Chief involvement in inspecting New, Renovation and Repair projects in their respective Divisions. This document will afford the Division Chiefs greater value in working with the localities to approve structures more quickly once completed by contract personnel.

## **Training and Technical Services Branch**

### **Airport Rescue Fire Fighting Division**

The current ARFF Simulator has just undergone an exterior refurbishment. It has also supported the FAA Mandated Tri-Annual Drill at Roanoke Regional Airport and will be supporting the Tri-Annual Drill at Shenandoah Valley Regional Airport on October 1.

The ARFF Chief Tom Phelan attended the Pre-Engineering meeting with Kidde regarding the new MARFFTS and will be attending the Configuration Review meeting to finalize the drawings and specifications' for the new MARFFTS in October.

### **Curriculum & Quality Assurance Division Update:**

The agency is happy to report that the paperwork has been submitted to the Pro-Board to extend our accreditation for NFPA-1081, Industrial Fire Brigade, Incipient and NFPA-

1005 Marine Firefighting for Land Based Fire Fighters. These programs are also being provided to the VFSB this meeting for your review prior to the meeting in December.

The Instructor III pilot classes have gone well and the committee has determined that the majority of the program will be able to be put into an on-line training environment. The committee is finalizing that work so the on-line version can be piloted in the coming months.

We have continued to pilot the Firefighter I and II program with great success. The Train-the-Trainer program has been developed and the Agency has begun delivering it as a pilot program.

The VDEM Hazardous Materials Awareness and Operations program is still in development and the agency has not seen the draft document for review as of the end of September. We have communicated with VDEM since the last meeting and they have agreed to allow for any of the three major programs being used to deliver Fire Fighter I & II to also be utilized for the Haz-Mat components with the Va. specific components.

The EVOC committee has met several times and is progressing well with the updating of the EVOC program. This program should be ready for review by the VFSB at their December 2009 meeting.

### **NIMS Program Division**

Chief Grainer was accepted and attended all eight (8) of the Position-Specific ICS Command & General Staff T-t-T classes conducted in College Station Texas from August 10-28. This training will allow Chief Grainer to bring the training needed for the MIST team into Virginia.

- It is important to note that completion of any (field) course does not and will not “certify” an individual for a specific command or general staff position. The field courses are just the “point of entry” into a national system for vetting position competency and qualifications.

The Emergency Management Institute (EMI) has been designated by the Incident Management Systems Integration Division of the National Integration Center (IMSID-NIC) to be the primary administrative management source for the upcoming series of ICS Position Specific Train-the-Trainer programs. EMI has determined that it will conduct its efforts through the state emergency management agencies. In Virginia, VDEM has assumed all responsibility for overseeing the recruitment, application, assessment and processing of applications for instructor candidates to participate in the program

- Each T-t-T class will be “capped” at 30 instructor candidates. By DHS (EMI) decision, each FEMA Region (there are 10 regions) will be allotted 3 seats in any of the T-t-T classes.

The IMS Program office conducted a Command & General Staff Functions-Practical Evolutions (CGSF-PE) program at the New Kent Forestry Conference Center September 9-11. Twenty-seven (27) individuals participated in one or more of the sessions over the 2-1/2 day program. This program is designed to provide realistic practical opportunities for participants to apply the practices and skills needed to mobilize and deploy an IMT and to conduct the planning steps associated with a formal ICS activation.

- This program was used by VDFP to test the agency capabilities and to establish functional support capabilities for a MIST deployment. Within 12 hours VDFP IT staff was able to gather, mobilize, deploy, and set up two local area networks (LAN) that could interface through wireless technology.

Since the previous report, the IMS Program office has fully or partially funded the following ICS training programs:

ICS-300	Henry County
ICS-400	Danville (2)
ICS-300	Pittsylvania County
Unified Command	Lynchburg
ICS-400	Charlottesville
ICS-300	Wythe County
ICS-400	Langley AFB

The IMS program office will continue to support requests for ICS training (ICS 100-400, Unified Command, and IS course classroom delivery) with available resources including instructors and materials when requested.

- Chief Grainer continues to serve as a SME on state and local NIMS and NRF issues for DHS as well as for the Project on National Security Reform (PNSR).

VDFP has been directed by Steve Mondul (Deputy Assistant to the Governor for Commonwealth Preparedness) to work with VDOF and VDEM to prepare a working plan for “certification identification, credentialing, and deployment of IMTs” to be presented at the next CPWG meeting (tentatively November 2009). VDFP will host the first meeting concerning this effort on October 1 at the VDFP Central Office.

### **Virginia Fire Marshal Academy**

There were no Fire Inspector 1031 programs conducted this quarter. The next school to be held is in Roanoke, Virginia, beginning November 9<sup>th</sup>.

The Fire Investigator 1033 program has a scheduled class in Charlottesville, Virginia.

The Public fire Educators side of the VFMA has conducted several classes in Pub Ed II over this quarter.

The second phase of the Company Inspection pilot program is to be completed this coming quarter in Spotsylvania County, Warren County and in Fauquier County. This 2 day, 16 hour program seems like it is going to be a huge success for the engine company itself. Pre-plans and building construction and how to interact with the property owners are the main focus of the class as well as the important legal issues they may encounter.

The VFMA has moved its Division to a new part of Technology Park Drive in Glen Allen. The new offices along with a new classroom should allow for classes and meetings to be held that will greatly help local jurisdictions in the metro Richmond area meet at a central location.

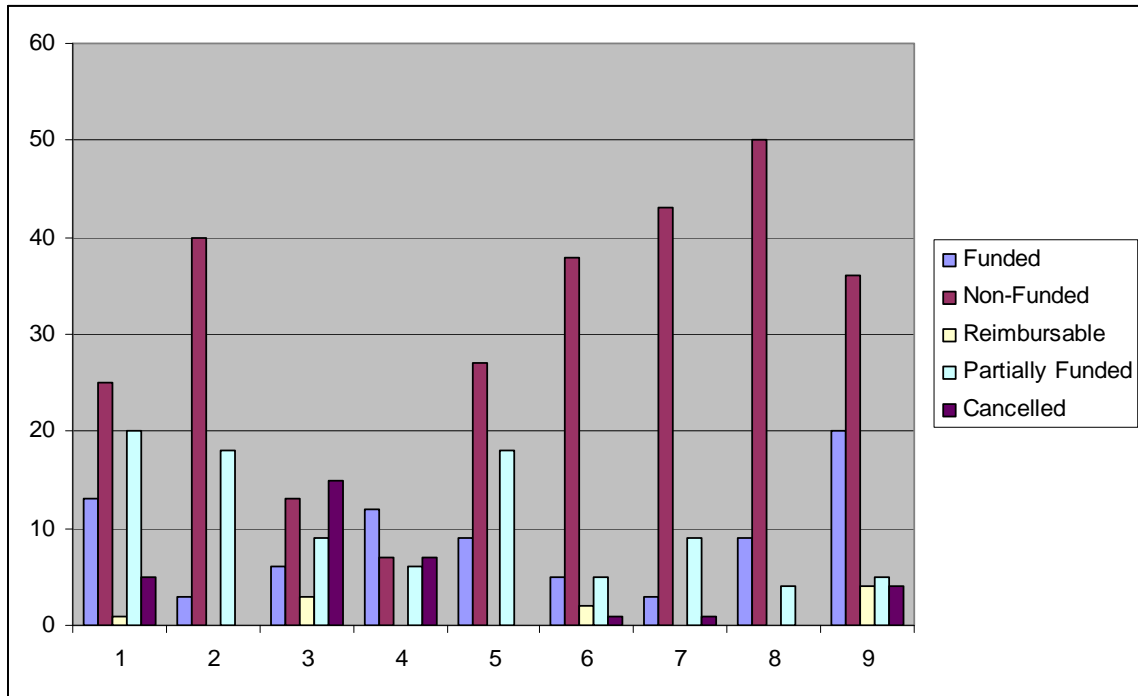
**Technical Rescue Division**

The HTR Chief worked with the VDEM Grants Management Division and representatives from the (7) State Regional Technical Rescue Teams to finalize receipt of a \$700,000 FEMA State Homeland Security Grant. Each team received \$100,000 to be used towards training, equipment, and exercises.

The HTR Chief worked with the VDFP Fire Research Analyst to have included in this year’s VDFP Needs Assessment questions specifically targeted at gathering information on the technical rescue capabilities, as well as, training and equipment needs of Virginia’s fire service. This information should be able to provide a “where we stand, where we may need to go” picture of technical rescue in the Commonwealth.

**Statistical Data July 1, 2009 through September 30, 2009**

Division	Funded	Non-Funded	Reimbursable	Partially Funded	Cancelled
1	13	25	1	20	5
2	3	40		18	
3	6	13	3	9	15
4	12	7		6	7
5	9	27		18	
6	5	38	2	5	1
7	3	43		9	1
8	9	50		4	
9	20	36	4	5	4
Total	80	279	10	94	33



Legend: Division 8 = Virginia Fire Marshal Academy, Division 9 = ARFF, HTR, NIMS and VFIRS

**Available Courses Fall 2009 (FY10- Q1)**

School Number	Course	Start Date	End Date	Location	Division	Type	Contact	Phone
40310005	ADJUNCT INSTRUCTOR IN-SERVICE TRAINING	10/24/2009	10/24/2009	Prince William Training Center	0	Non-Funded	Don Hansen	(540) 561-7460
40310006	ADJUNCT INSTRUCTOR IN-SERVICE TRAINING	11/07/2009	11/07/2009	Chesterfield Co Fire Training Center	0	Non-Funded	Don Hansen	(540) 561-7460
40310007	ADJUNCT INSTRUCTOR IN-SERVICE TRAINING	12/05/2009	12/05/2009	Roanoke Valley Regional Training Center	0	Non-Funded	Don Hansen	(540) 561-7460
43110074	BASIC PUMP OPERATIONS - 16-HOUR TRAINING PROGRAM	10/17/2009	10/18/2009	Palmyra Vol. Fire Dept.	3	Postponed	Andrew Pullen	(434) 906-3455
43310089	DRIVER/OPERATOR-AERIAL CERTIFICATION COURSE NFPA 1002-98	11/14/2009	11/22/2009	Lake Monticello Vol. Fire Dept.	3	Non-Funded	Richard Constantino	(434) 531-7323
44110026	DRIVER/OPERATOR-AERIAL CERTIFICATION COURSE NFPA 1002-98	10/17/2009	10/25/2009	Gate City Volunteer Fire Department	4	Funded	Division 4 Office	() -
46310041	EMERGENCY VEHICLE OPERATION - CLASS 2	10/10/2009	10/11/2009	Carilion Patient Transport	6	Non-Funded	Jim Cady	(540) 864-6515
44110038	EMERGENCY VEHICLE OPERATION - CLASS 3	10/31/2009	11/01/2009	Galax Volunteer Fire Department	4	Funded	Division 4 Office	() -
46310042	EMERGENCY VEHICLE OPERATION - CLASS 3	10/10/2009	10/11/2009	Carilion Patient Transport	6	Non-Funded	Jim Cady	(540) 864-6515
44110011	Fire Attack - Essentials	11/14/2009	11/15/2009	Bland Volunteer Fire Department	4	Funded	Division 4 Office	() -
47310062	FIRE OFFICER III - (NFPA 1021-03)	10/17/2009	12/19/2009	16600 Courage Ct Leesburg Va	7	Non-Funded	Abruzzese	(703) 571-5793
49110010	FIRE SERVICE TRAINING - AIRCRAFT LIVE FIRE TRNG	10/19/2009	10/21/2009	Reagan National Airport	9	Funded	Tom Phalen	(804) 249-1980
42410121	FIREFIGHTER I - NFPA 1001-02	11/01/2009	04/08/2010	Salem Vol. Fire Department	2	Partial	Robert W. Green	(540) 423-2184

44110028	FIREFIGHTER I - NFPA 1001-02	10/17/2009	12/20/2009	Sugar Grove Volunteer Fire Department	4	Funded	Divisoin 4 Office	() -
45410106	FIREFIGHTER I - NFPA 1001-02	10/24/2009	02/06/2010	1520 Carrollton Blvd	5	Partial	Lt James J. Blount	(757) 362-4897
42410087	FIREFIGHTER II - NFPA 1001-02	10/10/2009	12/05/2009	Harrisonburg Training Grounds	2	Partial	Jerry R. Ritchie	(540) 476-5156
42410122	FIREFIGHTER II - NFPA 1001-02	11/01/2009	04/08/2010	Salem Vol. Fire Department	2	Partial	Robert W. Green	(540) 423-2184
44410008	FIREFIGHTER II - NFPA 1001-02	10/10/2009	12/06/2009	Appalachia Volunteer Fire Department	4	Partial	Robert Anderson	(276) 565-0732
45410107	FIREFIGHTER II - NFPA 1001-02	10/24/2009	02/06/2010	15020 Carrollton Blvd	5	Partial	Lt James L. Blount	(757) 362-4897
46310082	FIREFIGHTER II - NFPA 1001-02	10/26/2009	12/15/2009	Patrick Henry Community College	6	Non-Funded	James Draper Jr.	(276) 340-8010
46310064	FIREFIGHTER II - NFPA 1001-02	10/26/2009	12/02/2009	Henry Co. Public Safety Building	6	Non-Funded	James Draper	(276) 340-8010
40110522	H-467/ICS 400 - ADVANCED ICS FOR CGS & MACS OPS 1ST RESPONDERS	10/19/2009	10/20/2009	Hampton Convention Center	9	Funded	Steve Grainer	(804) 249-1954
43110047	HAZARDOUS MATERIALS AWARENESS & OPERATIONS NFPA 472-02	10/10/2009	10/18/2009	Halifax/South Boston Rgnl Trng Cntr	3	Funded	Calvin Jones	(434) 579-3174
43110049	HAZARDOUS MATERIALS AWARENESS & OPERATIONS NFPA 472-02	10/17/2009	11/01/2009	Bacon District Vol. Fire Dept.	3	Funded	Garland Hamlett Jr.	(434) 568-6451
49310406	INTRO. TO NAT'L FIRE INCIDENT REPORTING (V.5) TRAIN-THE-TRAINER	10/17/2009	10/18/2009	DFP Main Office - Glen Allen	9	Non-Funded	Dwight Crews	(804) 249-1989
42310017	IS-700 - NATIONAL INCIDENT MANAGEMENT SYSTEM INTRODUCTION	10/17/2009	10/17/2009	Frederick Co. Public Safety Bldg.	2	Non-Funded	Larry A. Oliver	(540) 665-6388
42310018	IS-700 - NATIONAL INCIDENT MANAGEMENT SYSTEM INTRODUCTION	11/14/2009	11/14/2009	Frederick Co. Public Safety Bldg.	2	Non-Funded	Larry A. Oliver	(540) 665-6388
44110020	MAYDAY, FIREFIGHTER DOWN - AWARENESS	11/07/2009	11/07/2009	Pulaski Volunteer Fire Department	4	Funded	Division 4 Office	() -
43110033	MAYDAY, FIREFIGHTER DOWN 16-HOUR PROGRAM	10/17/2009	10/18/2009	Cumberland Vol. Fire Dept.	3	Funded	Kevin Ingle	(804) 517-0987
42310023	N.F.A. - NIMS/ICS FOR THE FIRST RESPONDER	10/17/2009	10/18/2009	Frederick Co. Public Safety Bldg.	2	Non-Funded	Larry A. Oliver	(540) 665-6388
42310024	N.F.A. - NIMS/ICS FOR THE FIRST RESPONDER	11/14/2009	11/15/2009	Frederick Co. Public Safety Bldg.	2	Non-Funded	Larry A. Oliver	(540) 665-6388
46110081	N.F.A. - STRATEGY AND TACTICS FOR INITIAL COMPANY OPERATIONS	12/05/2009	12/06/2009	South River Vfd	6	Funded	Ben Wilmer	(540) 460-6327
41110092	N.F.A. INCIDENT SAFETY OFFICER (ISO)	10/27/2009	10/28/2009	DSCR, 8000 Jeff Davis Hwy, Richmond, 23297	1	Funded	Mark Shreve	(804) 279-3166
44110027	N.F.A. INCIDENT SAFETY OFFICER (ISO)	11/07/2009	11/08/2009	Chilhowie Volunteer Fire Department	4	Funded	Division 4 Office	() -
46310038	N.F.A. INCIDENT SAFETY OFFICER (ISO)	10/17/2009	10/18/2009	Raphine VFC	6	Non-Funded	Ben Wilmer	(540) 460-6327
46310067	N.F.A. LEADERSHIP I: STRATEGIES FOR COMPANY SUCCESS	11/07/2009	11/08/2009	Shady Grove Vol. Fire & Rescue	6	Non-Funded	Lee Day	(540) 587-0700
48110004	NFA - JUVENILE FIRESETTER II	11/07/2009	11/08/2009	Prince William CPAT	8	Funded	JD Jenkins	(804) 249-4177
49110238	VEHICLE RESCUE AWARENESS AND OPERATIONS	10/10/2009	10/11/2009	Henry Co. Emergency Services Trng Cntr	9	Funded	Pete Draper	(276) 340-8010
49110241	VEHICLE RESCUE AWARENESS AND OPERATIONS	10/17/2009	10/18/2009	Mathews Fire Station 1	9	Funded	Cpt Blake Hudgins	(804) 694-6360

### COMMENTS FROM THE COMMITTEE CHAIR

Ken Jones stated that he was happy to be the Training & Education Chair. Ken discussed a current training class he attended that focused on NIMS and responding to emergency/disaster situations.

The Agency noted that they just recently completed a similar training scenario and the Agency will provide an After Action Report documenting the training event for the Board.

## **UNFINISHED BUSINESS**

### **Topic: Fire Fighter I & II Curriculum**

**Motion:** To approve the Fire Fighter I & II Curriculum as presented at the Training & Education Committee meeting.

**Discussion:**

At the August Board meeting, Dave Jolly provided each committee member with a copy of the NFPA 1001-08 curriculum change packet and requested that each committee member review the package for comments at the October committee meeting.

It was noted that some portions of the program are eligible to be placed on the Knowledge Center and once the curriculum is approved, the Agency will determine what portions of the course can be successfully placed on-line.

It was noted that if a student possesses an EMT license/certification, they can present this certification to have the First Aide course requirement waived.

It was also noted that the Firefighter courses are limited to 24 students per class to ensure instructor ratios are maintained. It was noted that there is flexibility allowed for classes that may have 25 to 30 students.

The below items are the modifications made to the curriculum:

- Removed HMA (8 hours) and Added HMO (32 hours);
- Skills portion has been expanded; and
- The FFI course is now 144 hours (previously 115 hours).

It was noted that once approved by the Board, the curriculum will become effective December 1, 2009.

**Vote:** unanimous

**Action:** The motion will be presented at the Administration, Policy and Finance Committee.

### **Topic: 5 Year Training Plan**

**Motion:** NA

**Discussion:**

The committee was previously provided all the legacy documentation for them to develop the 5 Year Training Plan as required by the COV § 9.1-203.

Ken Jones provided the following timeline for the development of the 5 Year Training plan:

Phase 1: Committee meet with Division Chiefs (Town Hall meetings will have been conducted to gather research as to what the localities have for their training needs)

Phase 2: Develop training plan based on research conducted and Needs Assessment

Phase 3: Review by stakeholders and local fire departments

Phase 4: Presentation at Training & Education Committee

The committee has tentatively scheduled Wednesday, December 2, 2009 to work on the 5 Year Training Plan.

**Vote:** NA

**Action:** NA

**Topic:** Cancelled Classes

**Motion:** NA

**Discussion:**

Rick Burch stated that he would like to see a policy put in place (possibly added to the 5 Year Training Plan) that would help reduce the total number of cancelled classes.

Don Hansen stated that there are three models currently available to handle students that do not show up for classes in which they are registered.

- 1) The first model is the NFA policy, which prohibits the student from attending NFA for 2 years if they fail to attend a class without prior notification to NFA.
- 2) The second model is a three-step process that first notifies the student, then the fire chief and then prohibits the student's future attendance.
- 3) There is also the option that could be implemented in which the Agency can transform the class from a VDFP funded class to a Reimbursable school with the Locality taking ownership for all incurred cost for instructor fees if the

class in cancelled due to minimum student numbers falling below the minimum safe level or designated minimal level as approved by the Virginia Fire Services Board.

**Vote:** NA

**Action:** NA

## **NEW BUSINESS**

### **Topic: Simulators**

**Motion:** NA

**Discussion:**

Ken Brown stated that he would like to see the Board and Agency apply for a SCBA simulator(s)/maze grant using the AFG grant process.

Christine Lopilato stated that the Board/Agency is unable to apply for the AFG grant program, as we are not eligible per federal guidelines.

Ken Brown stated that he believes that under the new guidelines (Reauthorization of the Assistance to Firefighters Grant Program) State agencies are now able to apply.

The Agency will research this possibility and provide a follow up to the Board at the December meeting.

**Vote:** NA

**Action:** NA

### **Topic: Marine Firefighting for Land Based firefighter curriculum**

**Motion:** NA

**Discussion:**

Dave Jolly provided the committee with a copy of the Marine Firefighting for Land Based firefighter's curriculum.

It was requested that the Committee review the curriculum and provide comments to Dave prior to the December 2009 Committee meeting.

**Vote:** NA

**Action:** NA

**Topic: Industrial Fire Brigade Curriculum**

**Motion:** NA

**Discussion:**

Dave Jolly provided the committee with a copy of the Industrial Fire Brigade Curriculum.

It was requested that the Committee review the curriculum and provide comments to Dave prior to the December 2009 Committee meeting.

**Vote:** NA

**Action:** NA

**ADJOURNMENT**

The Committee adjourned at 10:38 am.

Clerk of the Committee  
Brook M. Pittinger

**REVIEWED BY:**

*Donald E. Hansen*

Don Hansen  
Branch Chief of Training & Operations

October 10, 2009

Date

No Enclosures.

**VIRGINIA FIRE SERVICES BOARD**  
**Fire Prevention and Control Committee**  
**October 8, 2009**

A regular meeting of the Committee on Fire Prevention and Control was held at the VDFP Head Quarters in Glen Allen, VA at 11:00 am. Mr. Ed Altizer served as Chair.

**COMMITTEE MEMBERS PRESENT**

*Ed Altizer – Committee Chair – Virginia State Fire Marshal*

Michael Reilly – Virginia Chapter of the International Association of Arson Investigators

Carl Garrison – Virginia State Forester

***Elaine Gall – Virginia Fire Prevention Association***

Robert Scott – Insurance Industry Representative

Felix Sarfo-Kantanka, Jr – General Public

**COMMITTEE MEMBERS ABSENT**

Joe Wilson – Industry (SARA Title III & OSHA)

Brian Mullins – Virginia Board of Housing & Community Development

**VFSB MEMBERS PRESENT**

Rick Burch

Ken Brown

Bill Kyger

Ken Jones

**AGENCY MEMBERS PRESENT**

Brook Pittinger

Dave Jolly

Bobby Bailey

Christine Lopilato

**GUESTS PRESENT**

Kurt Kight

Ed Rhodes

**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 2009 meeting. With no changes to the minutes the August 14, 2009 meeting minutes were approved.

**PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**

**ROLL CALL**

**CHANGES TO THE AGENDA**

**Unfinished Business:**

There was no unfinished business items discussed.

**New Business:**

- A. Code Subcommittee Appointment – Fire Marshal Academy Chief

**PUBLIC COMMENTS**

There were no public comments.

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

The following report was provided by Bobby Bailey on behalf of Russ Chandler:

**Fire Statistics:**

I again want to commend the great work by Virginia's firefighters in filling out the Virginia Fire Incident Report Forms and the wonderful efforts of the VDFP Statistics team of Dwight Crews and Renee Tab who work for Brook. Because of their endeavors, we continue to have the tools necessary to use in fire education, suppression planning, budgeting defense in localities and the identification of future fire and building code changes.

Statistics from the reporting period of 1/1/09 and 9/29/09 show the following (for the latter part of this period we are still waiting for some reports from localities):

1. There were 14,534 fires to date
2. These fires resulted in \$163,119,921.00 of total loss due to these incidents
3. The leading fire cause remains Cooking related. Second is open flame and moving up to third are incendiary (or suspicious) fires. An interesting fact is that other than exposure fires, incendiary fires created the highest total dollar loss.
4. Over this period, we have recorded 210 civilian injuries, and 107 firefighter injuries.
5. The death toll in Virginia from fires now stands at 31 civilians and 1 firefighter.

**Virginia Fire Marshal Academy:**

The next Fire Inspector 1031 school to be held will be in Roanoke beginning November 9 and the next Fire Investigator 1033 program is scheduled for Charlottesville on October 19.

The Public Fire Educators side of the VFMA has conducted several classes in Pub Ed II over this quarter. We held a partially funded Pub Ed II class at Spotsylvania County with 16 students. Spotsylvania had received a grant to fund the class. The break down of students was: 12 from Spotsylvania, 1 Quantico, 2 Caroline, and 1 from Lower King and

Queen. Pub Ed Coordinator JD Jenkins also met with the Office of Commonwealth Preparedness (OCP) working group at George Masson University on incorporating Life Safety into the Department of Education Standards of Learning (SOL's). In addition, JD has been awarded a grant to attend a 2-day NFPA "Remembering When" conference in Boston November 16 & 17. He has teamed up with Peninsula Area on Aging to present our programs.

The second phase of the Engine Company Fire Inspection pilot program is to be completed this coming quarter in Warren County and in Fauquier County. It appears that we will have over 40 students in each class. Our most recent class in Spotsylvania class had over 60 students. This 2 day, 16 hour, program is going to be a huge success for Virginia's engine companies. Pre plans, building construction and how to interact with the property owner are the main focus of the class as well as the important legal issues they may encounter.

The VFMA has moved its Division to a new part of Technology Park Drive in Glen Allen. The new offices along with a new classroom should allow for classes and meetings to be held that will greatly help local jurisdictions in the metro Richmond area meet at a central location.

**COMMENTS FROM THE VDFP LIAISON  
Director of Finance**

Christine Lopilato provided the following information:

**Topic: VFIRS Hardware Grants – Enclosure 1**

**Motion:** To approve VFIRS Hardware as recommended by VDFP Staff.

**Discussion:**

VFIRS Hardware Grants – applications received by postmark deadline of 8/31/2009

- 33 applications requesting \$62,000 in funding
- Evaluation matrix from Dwight Crews for review
  - FY-2010 evaluation criteria to increase VFIRS participation:
    - The point scoring was revised to favor fire departments not participating in VFIRS to reach our 100% participation goal.
    - Counties were targeted to apply for the grant that had either no VFIRS participation or more than two fire departments not participating.
- Recommending 15 jurisdictions for \$25,000

**Vote:** unanimous

**Action:** motion carries and will be presented at the Administration, Policy and Finance Committee meeting.

- Training Mini Grants – applications received by postmark deadline of 9/30/2009
  - 43 applications requesting \$311,554 in funding (as of 10/1/2009)
  - Senior staff will be reviewing applications according to Policy scoring criteria, and will make recommendation for funding at December 2009 meeting

### **COMMENTS FROM THE COMMITTEE CHAIR**

It was noted that the VFPA's fall conference is November 2<sup>nd</sup> and 3<sup>rd</sup> in Roanoke at the Roanoke Sheraton.

DHCD is in the process of revising plans to adopt the 2009 Virginia Building and Fire Codes. They have just begun notifying different groups of plans to move up the schedule to submit code changes from March 1, 2010 to January 25, 2010.

The requirements for residential fire sprinklers in all one and two family dwellings and townhouses as currently in the 2009 ICC International Residential Code is still being proposed by the fire service and several other groups although the Board of Housing and Community Development has removed it from Virginia's proposed base document.

In addition, the ICC Code committees will be conducting meetings and hearings in Baltimore on the proposed 2012 set of ICC Building and Fire Codes. The NAHB has submitted a proposal to remove the requirements for fire sprinklers from the International Residential Code. It is anticipated that the proposal will likely be accepted by the Residential Code Committee. The membership can, however, overturn the committee with a 2/3<sup>rd</sup> vote. If 2/3<sup>rd</sup> of the members vote to overturn the committee, the proposal will remain in the proposed 2012 code awaiting the final action hearings in 2010. The vote will occur on October 28<sup>th</sup> at the earliest or October 29<sup>th</sup>. All members can vote regardless of affiliation as long as membership by October 10<sup>th</sup> is confirmed. Enclosure 2 – 2009 BHCD Regulatory Cycle Schedule and Meetings for USBC, SFPC, VADR, VCS, MHSR and the IBSR.

Ed Altizer provided the committee with information on registering for the upcoming ICC Code Change cycle that will be in Baltimore, MD. Please contact Ed Altizer if you are interested in obtaining a membership.

### **REPORT FROM THE CODE CHANGE AND DEVELOPMENT SUB-COMMITTEE**

The Code Subcommittee meeting is schedule for Thursday, October 15, 2009 beginning at 10 am at the VDFP Headquarters office in Glen Allen. The committee will be reviewing the code proposals by DHCD that were recently posted on the RIS.

### **REPORT FROM THE DEPARTMENT OF FORESTRY**

Carl Garrison reported that:

- Starting October 19, 2009 the DOF will begin a 4-day a work week program (Monday – Thursday) to help achieve cost savings for the Agency.
- The Agency’s helicopter bucket program for fire suppression is up for renewal and comments are being received regarding the aircraft’s current location in Abingdon, VA. Some interest has been raised to relocate the aircraft to Ashville, NC and the DOF would like to see it remain in Virginia.
- In Mid-October, a web-based survey will be sent out to capture localities needs related to their forestry related firefighting functions. Each locality is encouraged to participate in the survey, as the DOF will use these responses to write their 5 year service plan.
- The DOF is tracking the federal legislation – The Flame Act – which sets the federal fire suppression funding for forestry related fire suppression activities in its own account and creates its own federal funding source. This legislation has already passed the House and is currently being heard by the Senate.
- The new federal Secretary of Agriculture is taking an all-lands approach that shifts the focus from a federal lands focus to focusing on privately owned forest lands as well.
- The DOF has received ARRA funding for approximately \$1.2M. These funds will be used for ‘green’ programs.

### **UNFINISHED BUSINESS**

There was no unfinished business discussed.

### **NEW BUSINESS**

#### **Topic: Code Subcommittee Appointment – Fire Marshal Academy Chief**

**Motion:** To appoint the Virginia Fire Marshal Academy to the Codes and Standards Subcommittee.

**Discussion:** NA

**Vote:** unanimous

**Action:** motion carries and will be presented at the Administration, Policy and Finance Committee meeting.

**ADJOURNMENT**

The Committee adjourned at 11:57 am

Clerk of the Committee  
Brook M. Pittinger

**REVIEWED BY:**



David Jolly on behalf of Russ Chandler  
Brach Chief of Training & Technical Services

October 10, 2009

Date

Enclosures:

1. VFIRS Hardware Grants summary
2. 2009 BHCD Regulatory Cycle Schedule and Meetings for USBC, SFPC, VADR, VCS, MHSR and the IBSR

DRAFT

**VIRGINIA FIRE SERVICES BOARD**  
**Administration, Policy and Finance**  
**October 8, 2009**

A regular meeting of the Committee on Administration, Policy and Finance was held at the VDFP Glen Allen Head Quarters in Glen Allen, VA at 2:00 pm. Mr. Richard Burch, Jr served as chair.

**COMMITTEE MEMBERS PRESENT**

Richard E. Burch Jr. – Committee Chair –Virginia Fire Services Council  
Michael Reilly – Full VFSB Chair – Virginia Chapter of the International Association of Arson Investigators  
Kenneth J. Brown - Vice Chair & Burn Building Subcommittee Chair – Virginia State Firefighter’s Association  
Ed Altizer – Virginia State Fire Marshal  
Kaye Brown – Virginia Municipal League  
Bill Kyger – Association of Counties  
Felix Sarfo-Kantanka, Jr. – General Public  
Ken Jones – Virginia Fire Chiefs Association

**COMMITTEE MEMBERS ABSENT**

Brian Mullins – Virginia Board of Housing & Community Development

**VFSB MEMBERS PRESENT**

Robert Scott

**AGENCY MEMBERS PRESENT**

Brook Pittinger                      Dave Jolly                      Christine Lopilato

**GUESTS PRESENT**

Kurt Kight                      Scott Cummings – DPB

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

The Chair asked if there were any additions and/or corrections to the minutes from the August 2009 meeting. With no changes to the minutes the August 14, 2009 meeting minutes were approved.

**PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**

**ROLL CALL**

**CHANGES IN AGENDA**

### **Unfinished Business**

There was no unfinished business discussed.

### **New Business:**

- A. 2009 Governor's Fire Service Awards
- B. Montgomery County Burn Building
- C. Committee Assignments

## **PUBLIC COMMENTS**

There were no public comments.

### **REPORT BY THE VDFP LIAISON Director of Administration**

Brook Pittinger provided the following report:

#### **IT/ VFIRS:**

- The *2009 Needs Assessment* survey data collection began on August 4, 2009 and localities have until November 16, 2009 to participate in this year's Needs Assessment survey. The Agency's response rate goal is 92% or better and the Agency is hopeful we will meet this date, as this year more time is being allotted for localities to respond to the survey. Thus far the reporting rate is 63%, which means that 328 surveys have been completed, representing 401/636 Total eligible Fire Departments)
- As always, VFIRS reports are available on VDFP's website at [www.vafire.com](http://www.vafire.com).

#### **Marketing & Communications:**

- VDFP FY09 Annual Report was completed and is posted on the Agency's website – [www.vafire.com](http://www.vafire.com).
- A customized Fire Prevention Week brochure was created and made available to fire departments statewide. 35 departments (as of 30 September) had requested and received a brochure for their department customized with their logo, phone number, and website. The VDFP version of the brochure is posted to the website.
- VDFP will have a booth at the VA Hazardous Materials Conference and Expo on October 21-22 in Hampton and at the VA EMS Symposium on November 12-14 in Norfolk.

#### **Policy, Planning & Legislation:**

- Board Studies Update:
  - King William County – The committee met on 9.29.2009 and reviewed the site notes. The committee agreed to organize the study findings into 4 categories: Organization, Budget, All Hazards and Personnel. The next

meeting will be 10.13.09 to expand on the current study findings. Each committee member will provide their final comments by 10.23.09. The final meeting to organize the study is on 11.5.09, after the Burn Building Subcommittee meeting.

- Charlotte County – the committee is currently on track to have the final study report presented on 10.20.09 to the County’s Board of Supervisors.
- City of Richmond – the City had previously expressed interest in a Board study, but I have not heard back from them.
- Louisa County’s Board of Supervisors has voted to have a Fire & EMS study conducted. They have expressed interest in the following areas: overall Fire and EMS delivery including organization, response times, staffing, training and certifications.
- Commonwealth of Virginia Campaign (CVC) – The State’s 2009 CVC campaign is currently on-going and there are several volunteer fire departments from the Commonwealth of Virginia that are participating. Unfortunately, it is too late this year for additional non-profit 501(c)3 organizations to register for this year’s campaign, but if there are those interested for next year’s campaign please visit the programs website at: <http://www.cvc.vipnet.org/index.html>. Please note that the application period for charities to enroll in the program is only live from March 1 to April 30 each year.
- Meet-and-Greet with BHCD - BHCD meet and greet at the Housing Conference on Wednesday, November 18th from 5:30 to 6:30.

**REPORT BY THE VDFP LIAISON  
Director of Finance**

The following information was reviewed by Christine Lopilato:

**Budget Report**

- Statement of Cash – Interest Account as of August 31, 2009 – Enclosure 2
- Burn Buildings Cash Obligations and Availability as of August 31, 2009 – Enclosure 3
- FY2010 Burn Buildings Spending Plan – Enclosure 4

**Policy Revisions**

- Burn Building Grant Program – Enclosure 5
- Schedule of Burn Building Inspections – Enclosure 6

**Grants and Local Aid Report**

- ATL
  - FY09 ATL (funding expires 6/30/2010) – Enclosure 7
    - 98.7% of total FY09 funds disbursed
    - 94.4% of 324 localities (306 jurisdictions released)

- FY10 ATL (funding expires 6/30/2011) –Enclosure 8
  - 53.8% of total FY10 funds disbursed
  - 59.6% of 324 localities (193 jurisdictions released)
- 2Q10 disbursement scheduled for December 11, 2009
- Burn Building Report – Enclosure 9 & 10
  - Buckingham County – project completed and final disbursement made; dedication is scheduled for October 30, 2009 at 2:00pm
  - Summary
    - Galax, City: Email was sent to Chief Hankley on Monday, 9/28/2009 detailing the remaining four items that need to be completed. The grant award will only pay for items 1 and 2 (life safety issues); the locality will be required to pay for items 3 and 4 (building code issues) The following are the four items:
      1. Remove the temperature monitoring system out of the timber framed structure and place it inside a weatherproof box (exterior to the building)
      2. Remove all the doors into and within the timber framed structure
      3. Replace the wood ledger board: Fill all lag bolt holes originally fastening ledger to the building and replace ledger board with non-combustible device such as steel I-beam or other non-combustible material to meet air-space requirements.
      4. Remove exterior T-111 wood board in direct contact with masonry constructed building and replace with a non-combustible concrete padgenite board sheeting material.
    - Montgomery County: Montgomery has submitted a letter requesting to change from Prototype 1 Class A (Concrete Building) to Prototype 2 Class A (Metal Frame Building).
    - Fauquier County: Possible new site, County is being optimistic, should know in 30 days
    - Overall: Many Jurisdictions have completed projects and are in the process of submitting for reimbursement. All projects are on target to complete renovations/repairs by prescribed deadlines.

#### **COMMENTS FROM THE BURN BUILDING SUBCOMMITTEE CHAIRMAN**

The following topics were discussed at the Burn Building Subcommittee held on September 16, 2009.

#### **Topic: TSG developed Prototype 3 Drawing**

**Motion:** To accept the TSG developed Prototype 3 drawings along with the modifications made during the Burn Building Subcommittee on Wednesday, September 16, 2009.

**Discussion:**

The subcommittee reviewed the Mobile Burn Building Specs to ensure the specs met the needs of the Board and Agency. Mike Matthews captured the changes and will revise the Prototype 3 drawings/specs.

**Vote:** Unanimous

**Action:** motion carries and will be presented at the Full Board meeting in October 2009.

**Topic: TSG developed Inspection Schedule**

**Motion:** To accept the TSG Developed inspection schedule and recommendations, with modifications made at the Burn Building Subcommittee meeting on Wednesday, September 16, 2009.

**Discussion:** NA

**Vote:** unanimous

**Action:** motion carries and will be presented at the Full Board meeting in October 2009.

**Topic: Burn Building Policy**

**Motion:** To accept the proposed Burn Building Policy as revised by the Agency, including adding to clause R. the following language: "Failure to comply with the adopted Burn Building Inspection Schedule as referenced above and submission of reporting logs to VDFP annually shall cause the burn building prop training to not be certified for approved VDFP certification training."

**Discussion:**

At the August Board meeting the Board members were given a copy of the policy and asked to provide Ken Brown their comments by August 31, 2009.

Ken stated that no comments were sent to him.

The subcommittee recommended that under Section R of the last page add a statement that conveys that, 'failure to comply with the inspection and reporting section as referenced in this manual will cause the burn building prop training to not be approved for VDFP Certification training.'

**Vote:** unanimous

**Action:** motion carries and will be presented to the Full Board at the meeting in October 2009.

The next Burn Building Subcommittee meeting is scheduled for November 5, 2009 at 11 am at the VDFP Glen Allen office.

#### **COMMENTS FROM THE COMMITTEE CHAIRMAN**

Rick Burch stated that it is a pleasure to serve as the committee chair.

#### **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**

##### **Topic: VFIRS Mini-Grants**

**Motion:** To approve VFIRS Hardware as recommended by VDFP Staff.

##### **Discussion:**

Christine Lopilato provided the committee with a summary of the VFIRS mini-grant applications received by the Agency.

**Vote:** unanimous

**Action:** motion carries and will be presented at the Full Board meeting.

#### **UNFINISHED BUSINESS**

There was no unfinished business discussed.

#### **NEW BUSINESS**

##### **Topic: 2009 Governor's Fire Service Award – Enclosure 1**

**Motion:** To accept to the 2009 Governor's Fire Service Awards nomination packet.

**Discussion:**

Brook Pittinger reported that the Secretary of Public Safety's Office has approved the 2009 Governor's Fire Service Awards.

Each committee member was provided a copy of the 2008 Governor's Fire Service Awards nomination packet and was asked to review it and provide comments.

Due to the printing restrictions, the nomination packets will be sent out via the Agency's list-serv and posted on the Agency's website.

**Vote:** unanimous

**Action:** motion carries and will be presented at the Full Board meeting on Friday, October 9, 2009.

**Topic: Montgomery County Burn Building – Enclosure 11**

**Motion:** NA

**Discussion:**

Montgomery County has submitted a letter requesting a change in their burn building type, from a Brick and Block construction to a Steel building.

The Committee has determined that this request will be sent to the Burn Building Subcommittee for review and action at the December 2009 Board meeting.

**Vote:** NA

**Action:** NA

**Topic: Committee Assignments**

**Motion:** NA

**Discussion:**

Mike Reilly requested that Kaye Brown be placed on the Training & Education Committee.

Mike Reilly requested that if any Board member would like to be the VFSB member on the BHCD.

**Vote:** NA

**Action:** NA

**ADJOURNMENT**

The Committee adjourned at 3:43 pm

Clerk of the Committee  
Brook M. Pittinger


**REVIEWED BY:**



\_\_\_\_\_  
Brook Pittinger  
Branch Director of Administration

October 10, 2009

Date



\_\_\_\_\_  
Christine Lopilato  
Branch Director of Finance

October 10, 2009

Date

**Enclosures:**

1. Governor's Fire Service Awards
2. Statement of Cash – Interest Account as of August 31, 2009
3. Burn Buildings Cash Obligations and Availability as of August 31, 2009
4. FY2010 Burn Buildings Spending Plan
5. Burn Building Grant Program
6. Schedule of Burn Building Inspections
7. FY09 ATL (funding expires 6/30/2010)
8. FY10 ATL (funding expires 6/30/2011)
9. Burn Building Policy
10. Burn Building Inspection Schedule
11. Montgomery County Burn Building letter