

**VIRGINIA FIRE SERVICES BOARD**  
**August 16, 2008**

A regular meeting of the Virginia Fire Services Board was held at the Virginia Hampton Convention Center in Hampton, VA at 9:00 am. Mr. Dennis Mitchell served as Chair.

**BOARD MEMBERS PRESENT**

Dennis Mitchell – Chair  
Kenneth Brown  
Thomas H. Moffett  
Brian Mullins  
Michael Reilly  
Ed Altizer  
Barbara Hamm Lee  
William B. Kyger Jr.  
Robert Scott  
Mike Armstrong  
J. Chris Kollman

**BOARD MEMBERS ABSENT**

Richard E. Burch Jr.  
Carl Garrison  
Kenneth L. Jones  
Industry (SARA Title III & OSHA) – Vacant  
Virginia Municipal League – Vacant

**AGENCY MEMBERS PRESENT**

Billy Shelton                      Dave Jolly  
Brook Pittinger  
Amanda Wood

**GUESTS PRESENT**

Tommy Fuqua  
Hazel Fuqua  
Larry Gwaltney  
Charlie Singleton  
Jim Epperly  
ASPS Dawn Smith

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

The Chair asked if there were any additions and/or corrections to the minutes from the June 2008 meeting. With no changes to the minutes the June 7, 2008 meeting minutes were approved.

**PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**

## **ROLL CALL**

### **CHANGES IN THE AGENDA**

#### **Unfinished Business:**

- A. Presentations

#### **New Business:**

- A. VFSB/VDFP MOU
- B. December Board Meeting
- C. Mid-Atlantic Association of State Fire Commissions Conference (MAASFC)

### **PUBLIC COMMENTS**

Thomas Fuqua stated that he was disappointed that the interest money generated by the Fire Programs Fund was confiscated from the Board and he worries that future attempts to raise the Fire Programs Fund will be looked down upon by the insurance industry because the funding is going to the Commonwealth to help balance their budget and not back towards the firefighters and their localities. Tommy also stated that it was incumbent on each Board member to pass this information onto to their organizations to work at ensuring the interest money is returned to the Board.

Larry Gwaltney, VSFA, welcomed the Board to the VSFA Conference and invited the Board to continue to hold their August meeting in conjunction with the VSFA Conference. Larry also thanked the Board and VDFP for their development of the Operation Safe Arrival driving program. Larry also thanked Tommy Fuqua for his service on the VFSB and his leadership as the VFSB Chair.

Jim Epperly provided the Board with a summary of the Montgomery County Burn Building project – Enclosure 1. Dennis Mitchell noted that the Board can not take action on their request today, but the Montgomery County Burn Building extension request has been added to the October 2008 Administration, Policy & Finance Committee agenda. It was noted that the building permit issue needs to be addressed during the October 2008 meeting.

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

The following report was provided by Billy Shelton:

- ATL for FY 07 is 100% disbursed. This is the second consecutive year for this milestone
- ATL for FY 08 is 96.2% disbursed with ten months to go!

- ATL for FY 09 first cycle of disbursements is September 19, 2008
- Pro-Board Registrations stand at 57,842 for the Commonwealth
- SFMO Headquarters and Richmond Area Office relocated to Glen Allen in mid-June 2008. Collectively working to consolidate the Roanoke and Marion Offices.
- Roanoke Office will house SFMO, OEMS, VDFP, and VDEM.
- VFSB/VDFP has lost all interest accrual for FY 08, 09, & 10. This amounts to \$ 1.2 million for this year alone and will impact mini-grants, conference and education grants, VFIRS grants, smoke or CO detector grants, and all remedial repairs to burn buildings.
- FY 09/10 Budget has been approved for all agencies by Governor Kaine
- Safe Arrival Program and Diversity have been shipped to over 1200 fire and EMS organizations statewide.
- Stakeholder's Meeting held June 26<sup>th</sup> at the Central Virginia Community College in Bedford was well attended and very productive. One addition in the future will be representatives of law enforcement as requested. SPS Marshall has conducted one preliminary meeting with the Sheriff's and Chief's of Police.
- Fighting Fires with Facts for 2007 was distributed in July. This 2007 fire and statistical data examines the state, locality, and individual fire department's 2007 data.
- Updated VDFP Talking Points distributed to Presidents in mid-July. There are now 797 fire departments registered in VDFP's database.
- 2008 Needs Assessment is being drafted in survey format for the Virginia General Assembly. Your input is vital.
- 2009 legislative proposal from VDFP to SPS will be to create a fireworks operator/Pyrotechnicians certification program that will be administered by the SFMO.
- Billy recognized the Board's two (2) new Board members and the re-appointment of Mike Reilly and Brian Mullins. Billy also recognized Mike Reilly's promotion.

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

Dennis Mitchell thanked the Board for nominating him as the Chair of the VFSB.

Dennis encouraged the Board to continue their objectivity when making decisions regarding the path of Virginia's fire service.

Dennis suggested that the Board use the current economic downturn as an opportunity to revise and revisit the Board's existing policies so that they can be further enhanced.

Dennis also informed the Board that they had achieved all their goals set forth in their Strategic Plan and encouraged each Board member to develop new goals.

Dennis also stated that attendance at the Board meetings is imperative and encouraged all Board members to attend all committee meetings.

Dennis appointed Bill Kyger as the Board's parliamentarian.

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

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

The following curriculums were provided to the Board for their review and comment. The Board will vote for adoption of these curriculums at the October 2008 Board meetings. Comments on the curriculum should be sent to Dave Jolly.

- Crew Leader
- Fire Officer II
- Driver Pump Operator
- Firefighter I & II

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

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

The committee discussed the transfer of the SFMO to VDFP; Reliable G-3 Sprinkler issues; the ICC Code hearings in September; the development of the Virginia Sprinkler Coalition; the need for the Code Sub-committee to examine emergency planning modifications based on unique building situations; the VFIRS application postmark deadline is August 31, 2008 and the Training Mini-Grant application postmark deadline is September 30, 2008.

#### **Topic: Fire Prevention & Control Document**

**Motion:** To adopt the Fire Prevention & Control Document as presented.

**Discussion:**

Ed Altizer stated that the Fire Prevention & Control Document (FP&C document) has been revised to become a living document and it was requested that the document be adopted.

It was noted that the document will be available on VDFP's website and any comments or updates should be sent to Russ Chandler.

**Vote:** Unanimous.

**Action:** Motion carries.

#### **Topic: Recommendations**

**Motion:** Be it proclaimed that the Virginia Fire Services Board recognizes Karl Mercer for his leadership and assistance in managing the Virginia Fire Marshal Academy as Deputy Chief during the recent transition. His dedication, skills and talents not only kept Fire Marshal training on track but he was also able to do enhancements and improvements which will benefit Virginia's Fire Marshals for years to come.

**Discussion:**

There was no discussion held on this topic.

**Vote:** NA

**Action:** Motion carries.

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

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

The committee was given an updated on the Westmoreland Co Fire & EMS Study; a sub-committee was developed to review the Governor's Fire Service Awards nomination criteria; ATL minimums were discussed and the possibility of increasing those amounts was discussed; the committee requested that the Agency contact Montgomery County regarding their time extension request and that they attend the October 2008 Board meeting to discuss their request; and the committee discussed the Mid-Atlantic Association of State Fire Commissions Conference, which is being held in Maryland in September 2008.

**Topic: The Structures Group (TSG) contract**

**Motion:** To augment The Structures Group contract by an amount not to exceed \$50,000 from the Burn Building account.

**Discussion:**

There was no discussion held on this motion.

**Vote:** Unanimous

**Action:** Motion carries.

**Topic: Gloucester County Burn Building Time Extension**

**Motion:** To extend the time limit for the installation of Gloucester County's burn building prop to May 31, 2009 under the following conditions: 1) the County will submit to the VFSB a copy of the executed contract by November 30, 2008; and 2) provide a VA registered PE certificate that certifies the completed prop.

**Discussion:**

There was no discussion held on this motion.

**Vote:** Unanimous

**Action:** Motion carries.

**UNFINISHED BUSINESS**

**Topic: Presentations**

**Motion:** NA

**Discussion:**

Dennis Mitchell, on behalf of the VFSB, recognized Tommy Fuqua's dedication and leadership as the VFSB Chair and presented Tommy with a plaque recognizing his tenure as the Board's Chair.

Brian Mullins, on behalf of the BHCD, recognized Dennis Mitchell's service on the BHCD Board and presented Dennis with a plaque recognizing his tenure on their Board.

**Vote:** NA

**Action:** NA

**NEW BUSINESS**

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

**Motion:** NA

**Discussion:**

The MOU was signed by the Board's Chair and VDFP's Executive Director.

**Vote:** NA

**Action:** NA

**Topic: December Board Meeting**

**Motion:** The October and December 2008 meetings are combined to meet in November 2008 in order to hold a meeting in conjunction with BHCD.

**Discussion:**

Dennis Mitchell stated that he would like to hold the December Board meeting in conjunction with the Governor's Housing Conference which is being held November 12<sup>th</sup> -14<sup>th</sup> in Hampton.

Dennis would like to use the meeting change in order to meet with BHCD members and get to know them.

**Vote:** 8 – Yeas; 2 – Nays

**Action:** Motion carries.

**Topic: Mid-Atlantic Association of State Fire Commissions Conference (MAASFC)**

**Motion:** NA

**Discussion:**

Billy Kyger stated that the attendance of Board members at the MAASFC is important and he encouraged organizations to help fund Board members attendance.

The estimated cost is \$500 per person.

**Vote:** NA

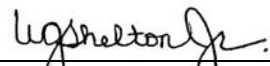
**Action:** NA

**ADJOURNMENT**

The Committee adjourned at 10:15 am

Clerk of the Committee  
Brook M. Pittinger

**REVIEWED BY:**

  
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W. G. Shelton, Jr.  
Executive Director

August 18, 2008  
Date

**Enclosures:**

1. Montgomery County Burn Building project update report
2. FY09 VDFP/VFSB MOU

APPROVED