

**DRAFT**

**VIRGINIA FIRE SERVICES BOARD**  
**August 12, 2006**

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

**BOARD MEMBERS PRESENT**

Ed Altizer  
Kenneth J. Brown  
Gary W. Eads  
Thomas Fuqua, Chairman  
Floyd E. Green, Jr., (outgoing Board member)  
Dennis Mitchell, Vice Chairman  
Brian Mullins  
Michael Reilly  
Richard Steinberg

**BOARD MEMBERS ABSENT**

Carl Garrison, III  
Reverend Leonard Hamlin, Sr.  
J. Chris Kollman, III  
Lora J. Sharkey (outgoing Board member)  
Floyd Thomas (outgoing Board member)  
Susan Williams

**AGENCY MEMBERS PRESENT**

Teresa Duncan  
Kay Hunnel  
Christine Lopilato  
Billy Shelton

**GUESTS PRESENT**

Lisa A. H. Brown  
Gary R. Brown  
Bruce Crow  
Aubrey "Buddy" Hyde, Jr.  
Ken Kyals  
Art Lipscomb  
James H. Reid, Jr

J. C. Robertson  
Charlie Singleton  
Bill Smith

### **Chase Fatal to Off-Duty Police Officer**

Tommy Fuqua stated that Chris Kollman would not be present for the Board meeting today due to an accident in Colonial Heights where one of his Police Officers had been killed as a result of a high speed chase involving a Chesterfield Police Officer who was in pursuit of a suspect. The off-duty Colonial Heights police Lieutenant (James H. Sears) driving home from the gym was fatally injured August 12<sup>th</sup> when his car was struck head-on by a Chesterfield County officer (pursuing a speeding van). A moment of silence for the Police Officer was observed.

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

The Chair asked if there were any additions and/or corrections to the minutes of the June 2006 meeting. With no changes to the minutes, the June 3, 2006 meeting minutes were approved.

### **CHANGES TO THE AGENDA**

**Unfinished Business:** None

**New Business:**

- A. Discussion on the starting times for Committee meetings.

### **PUBLIC COMMENTS**

Mr. Steinberg welcomed Dickie Harris to the VFSA and reminded staff that both VDFP and VSFA are meeting at the Hampton Roads Convention Center enabling members to take advantage of the meetings being offered. He thanked the Board for their continued commitment, accomplishments and hard work over the years. Dickie Harris is the President of the Virginia Fire Fighters.

Mr. Harris thanked everyone for their hard work and continued accomplishments as a result of everyone working together towards the same goals and objectives.

The Virginia Fire Services Board appreciates the opportunity to meet with everyone here today. The Fire Service meets to give everyone any opportunity to attend the meetings and interact with the responsibility of seeing that training is accomplished within the Commonwealth of Virginia.

## **COMMENTS FROM THE CHAIR, VFBS**

The Chairman graciously thanked the Board in appreciation for the confidence expressed by Board members for selecting him as Chairman of the VFBS and thanked everyone for working towards the betterment of the Fire Service and the Commonwealth of Virginia.

The Chairman stated that Christy King has left the Department of Fire Programs and now works for DPB, and they have taken up a collection and gotten her a gift certificate, and are in the process of doing that for Nausheen.

## **REPORT FROM THE EXECUTIVE DIRECTOR, VDFP**

- Aid to Localities for FY 07: \$18,091,829 based on an SCC transfer of \$25,919,000.
- Deductions: Burn Buildings 1.0 M, SFMO 92.5K, VDEM 160.507K, VDOC 100K, Central Services 70.966K, and Payroll 28.8K. \$351,275 was transferred to the General Fund for FY 07. No additional funds are to be confiscated for FY 08.
- 11 Burn Building Programs are active with 2 additional repair projects.
- Pro-Board Registrations to date 27,385. Meets DHS National Credentialing criteria for Virginia's Fire and Emergency Services.
- VDFP & OEMS Partnership on the Bookstore is being finalized.
- Division 7 Office will re-locate to Loudoun County's Fire and Rescue Academy in the near future.
- Seven foam tenders (500 gallon) will be deployed to the division soon as a logistical support to Virginia's Fire Service from the DHS 04 grants cycle.
- NFSPQ re-accreditation of Virginia is due this year. We are already prepared for a visit with new programs for Fire Officer 3 & 4, Instructor 1, Public Life Safety Educator, and Heavy and Tactical Rescue. We have covered all five of the career paths.
- ACE Accreditation is progressing well in the Commonwealth. The program is an on-line registration.
- Agency re-organization is being finalized including the recruitment for three new positions (D-3 & 7 FTE for Administration Specialists and the Fusion Center Analyst). Vacancies are being filled for Policy and Legislative Affairs, Board Clerk, Purchasing, and D-3 & 4 Administrative Assistant, Public Outreach Coordinator, Research Analyst, and Marketing Administrative Assistant.
- Mark Buff is the new Communication and Marketing Manager.
- Russ Chandler is the Interim Branch Chief for Training and Tech Services.
- VCCS has finalized and approved the review of our cross-walking with Fire Science and VDFP Curriculum.
- FESHE Program continues to move forward.
- Finalized Adjunct list and requested authorization from SPS to recruit additional adjuncts (382-500) has been submitted.

- Tentative date for next VDFP/VDEM Summit will be in September dates, times and location TBD.
- Fire Services Training Record Systems (FSTRS) changes are forthcoming from SSN based to VAID number by December 2006 Last name plus last 4 of SSN). Additional enhancements will include improved access.
- Our new receptionist at Glen Allen is Angela Alston.
- Total schools for FY 06 were 2,099 (6.6% increase) over FY 05.
- A copy of our Calendar Year Statistics of what Virginia's Fire Problem is. We are going to make an endeavor to provide this Board a quarterly report that we feel is paramount to you as a policy making group know exactly know exactly what Virginia's Problem is. We already have this on-line on our website all you need to do is click the very first button where it says statistics and you get not only a single page report but there is a 14 page report that identifies all those buyers by occupancy.

The Chairman thanked Buddy and Scott for their leadership in bringing the Virginia Department of Fire Programs forward. On behalf of the Board they pledged support to Billy and to work with him in any way that we can.

## **DISCUSSION**

Is there's a criterion for developing curriculum? Our Curriculum Developer makes sure all of our programs meet or exceed the NFPA standards. The Instructor Programs, where pilot programs are run, submit that report to you 30 days in advance so that you can examine them. There a list of all of the programs for the next four (4) years.

Efforts are being made to standardize a format with our entire curriculum and standardize the presentation process. Based on the number of changes that we're having, it would be a good idea and benefit to clarify exactly what the Fire Services Board has authority over. There was a suggestion to meet with representatives in the Office of the Attorney General and/or meeting with SPS to discuss his expectations.

It was reported that the Burn Building Fund of \$300,000 was not adequate and asked about the Million dollars, and the funds that have tripled to increase that Million dollar amount. Since Burn Buildings are critical in the Commonwealth amounts should be bumped up. Increase the amount by adding whatever the percentage the fund increase each year. Once Christy's position is filled it would be a good idea for this Board to get with the staff and formulate a proper request to the Secretary and ask him if he would forward that onto the Governor. Is that something the Governor would support for the following year?

**Unencumbered Interest Monies:** \$500,000 is coming up by the end of this coming year. Right now it is not committed to anything. Certainly, mini-grants will come out of it. Is there a way of stopping the transfer of funds to the Dept of

Emergency Management and the Fire Marshal's office and take the \$250,000 and redirect it to the Burn Building Fund? A way to do this possible could be tied to the interest monies. It was suggested to form an Ad Hoc Committee to look in this matter.

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

### **Topic: Emporia Burn Building**

**Motion:** Increase the funding for the City of Emporia Burn Building Renovation Project to \$262,556 for their application and presentation that includes a maximum of \$24,640 for design work. The Training Committee made a motion and the Finance Committee approved the motion. That motion was to fund the Emporia project as follows but the existing renovation project fund of \$20,860 from FY 07 unobligated balance, \$215,000 unobligated renovations project fund at the tune of \$26,696 for a total of \$262,556.

**Discussion:** Burn Building issues was discussed. Emporia gave a presentation to increase their renovation project and increasing the funds. Chris Kollman was not present at the meeting today. His issues of concern were that the building is 18 years old and still in need of electrical conduit being run to it. His objection was to make note that the localities, should buy into the interest of supporting that endeavor throughout the length of the program. This building while in need of renovation has been maintained by the locality with no significant improvements for the last 18 years. Since we already have an Ad Hoc Committee, Mr. Reilly studies issues on burn buildings and that might be something that this committee could look into as far as adding it into our policy.

There was a vote against this motion and paying for electricity to the building in the amount of about \$11,000.

There was a vote to support the motion. The gentleman from Emporia spoke concerning the electrical being supplied to the building.

Explanation: To remove \$11,000 from that amount to see if the problem was just getting the "current" i.e., (electricity) and still be in compliance with having the electronics that are needed to monitor the system.

Reduce the \$262,556 Grant by \$11,000 which is the cost of running the electrical service.

The project is approved based on the understand that the City of Emporia will run the electrical service to provide the electrical current for the

potential monitoring system that has to be put in place. Tabled until the October meeting.

To table any further action on the Emporia application for repair. The application should be considered by the State Fire Service Board. Revamped exit A and B criteria. Work up changes. Bring back to the Full Board and distribute to all Board Members not on the Committee.

The motion to amend is to reduce the \$262,556 Grant by \$11,000 which is the cost of running the electrical service. That's the motion we are voting on.

The money and project are approved based on the understanding that the City of Emporia will run the electrical service to provide the electrical current for the monitoring system that will be put into the building.

**Vote:** Motion carried

**Action:** Motion carried

A Board member stated that the motion is improper. If it could be a Motion that says rescinded, that would be a proper motion. You can't table something that's already been approved and done. We could ask for reconsideration.

The motion may be reconsidered at a later time as a motion for reconsideration.

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

### **Topic: Budget for Fire Code Committee**

**Motion:** None

**Discussion:** There was a comment from the floor asking the Code Change Committee to take into consideration potential changes in Code Legislation for vehicle in doors that are on display currently. Code indicates that not more than  $\frac{1}{4}$  tank of gasoline should be in the display vehicle. Since most vehicles current now are operating on diesel it is less of a fire issue. The Code Committee will definitely look at this issue.

**Vote:** None

**Action:** None

Ask staff to look into ways to better communicate to the Fire Chiefs throughout the Commonwealth about certain deadlines, and about some of the programs

that are currently sponsored by the Department of Fire Programs such as ATL, Mini-Grants, etc. Staff can be looking into that issue and hopefully report back to us next meeting. Staff is also looking at updating the Fire Control Document. Once that document is looked at by staff and also the Fire Marshal's office is looking at it, then it will be distributed to Stakeholders. Reminder: There is an ICC meeting in September in Orlando, Florida in which our committee is sponsoring two co-members to attend. There is another meeting in New Jersey, and another in Rochester in May.

An update from the Smoke Detector Program is available. There were some agencies that had concerns that they would not be able to meet the criteria of distributing the 100 Smoke Detectors. Staff has come up with a one year extension for those jurisdictions that felt they might be untenable. The programs will be monitored by Fire Programs.

VFIRS Report, which was outstanding, indicated they had an 86% reporting rate throughout the Commonwealth. Comments to the staff and the program, "statistically it is outstanding" when compared to other jurisdictions throughout the United States. Staff will be looking at other ways of trying to capture the other 14% that remains outstanding.

### **FIRE MARSHAL ACADEMY**

Fire Programs indicated the statistical information is now being distributed which is long time in coming and our accolades to Fire Programs for getting the information. A lot can be done with statistics as far as justifying future trends and goals in better ways to protect the public. Most of the fires that were taking place in the Commonwealth of Virginia are in single family homes. Currently seeking exactly where most fatalities occurred for the purpose of our Public Education Program in order to better identify those target hazards. Most jurisdictions, like the very old and very young continue to be the most affected. That statistical analysis would be nice to have as well.

Reports from the Fire Marshal Academy, Russ Chandler will be assisting Billy in managing Fire Programs as they search for replacements for the Director and the Chief Deputy Director. In the meantime Paul Mercer has been appointed as Fire Marshal Academy's Director, and Wayne Baber as his assistant, both will be points of contact.

### **BUDGET FOR COMMITTEES**

**Motion:** None

**Discussion:** Discussed at the June meeting, and in April, the Executive Committee will convene and will consist of the Chairman, Vice Chairman and Committee Chairs to go over the budget and look at the money. The Budget is accurate as Christine has provided us with accurate figures.

Decisions are now based upon the amount of money that we do have. Let's meet by Wednesday afternoon prior to starting our meetings on Thursday in October. The meeting dated is being changed in South Hill because of the dedication of Charlie's Building in Mecklenburg. The ribbon cutting ceremony will be on Thursday afternoon on the 12<sup>th</sup> of October. The meeting will be backed up one week. Members should meet before the full Board meets. The Budget needs to be established for the Fire Board, and start looking at an annual budget, rather than trying to take them out of what we already have. The Executive Committee will meet to discuss the budget.

**Vote:** None

**Action:** None

**Topic: Change in Operating Rules**

**Motion:** None

**Discussion:** Add members to the Executive Committee. Operating Rules: Require being in writing 30 days prior to our October meeting and asked you to take a vote. What happened when we removed the Finance Committee and combined it with Administration and Policy it reduced the number of individuals that served on the Executive Committee from 5 to 4. A person needs to be appointed at large as a member of the Executive Committee so that each would have 5 people. The Chairman would be the tie breaker on any votes that the Executive Board has. That will be mailed out to the Board along with a copy of our Operating Rules that are in place today.

**Vote:** None

**Action:** None

**Topic: Change October Meeting**

**Motion:** None

**Discussion:** The Board discussed the request from Charlie Singleton for dedication. Travel on the 11<sup>th</sup> and meet at 12:00 noon. Come on the 11<sup>th</sup>, Wednesday and Committee meetings on Thursday the 12<sup>th</sup> and then at 5:00 in the afternoon go to Mecklenburg for that Committee on Thursday and Full Board on Friday.

**Vote:** None

**Action:** None

**Topic: Representatives to Mid-Atlantic Fire Commissioners Meeting**

**1<sup>st</sup> Motion:** Fund up to 5 members to attend the Mid-Atlantic Fire Commissioners Meeting in New Jersey in October 2006.

**Discussion:** VA is part of the Mid-Atlantic Board Commission and will host New Jersey on October 19-21, 2007. The cost will be approximately \$1000.00 per person to cover the 4 night of lodging. \$125.00 for registration and that will cover the two meals, (\$900.00 to \$1000.00 per person and a staff person to attend). VDFP Interim Chairman will follow through and get back to the Board.

Question was asked about the financial question, "who's the host in VA." It will be handled through donations and registration fees. No money from a state perspective. The Norfolk area is being considered. Taking the cruise will be in the registration fee as well. Donations will help the cost for 50-60 people attending the Mid-Atlantic Board. Mr. Foresman is the Under Secretary of Homeland Defense. Attempts are being made to try making it self sufficient by getting different organizations to sponsor different events. There are a couple of guest speakers who will be going thru Convention Plus. Christine may want to coordinate with A&E. This may be something the other States would like to see relative to what is being done here in the Commonwealth with Burn Buildings.

An extensive report has been completed and members need to take a look at the report to help get ready for this Expo.

A motion was made to fund up to 5 people to attend the Expo. Motion & seconded to send five people to New Jersey with four nights lodging; money will come from Board interest money. The location is going to be about 60 miles West of Philadelphia. Oct 19 – 21 leave on the 18th and come home on the 23. About 360 miles travel time.

Traveling out of state requires permission. Get approval from the Secretary's office to travel out of state. So, we would have to submit that information fairly quickly. Travel Voucher for Re-imbursements. There is an out of state per-diem rate.

**2<sup>nd</sup> Motion:** Fund Mid Atlantic trip from the Interest Fund.

**Vote:** Motion Carried.

**Action:** Fund up to 5 members to attend the Mid-Atlantic Fire Commissioners Meeting in New Jersey in October 2006 from the Interest Fund.

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

No issues to bring to Full Board this morning. There was one Motion; "one motion was handled by Fire, Education and Training" dealing with the Emporia Burn Building. A discussion was held yesterday on Augusta and their situation. Briefly discussed budgets for committees which will come up in the next item. Also, discussed start times.

### **UNFINISHED BUSINESS**

The "Chair" complimented Christine for the accurate figures given. It was decided to meet on Wednesday and to change the October meeting due to a conflict with the South Hill dedication of Charlie - Mecklenburg Building, ribbon ceremony on the 12<sup>th</sup>. Wednesday afternoon get together around 3:00pm. Christine should be included to establish the budget for the Fire Board.

#### **Topic: Budgets for Committees:**

**Motion:** None

**Discussion:** Talked about this issue and discussed it at the April meeting. The Executive Committee will consist of Chairman, Vice Chairman, and the Committee Chairs to go over the Budget to look at the money situation. The Budget is being controlled nicely. Christine has provided us with accurate figures that allow some decisions now based upon the amount of money that is available. The October meeting will have to be changed because of some conflicts with the dedication because we are going to be in South Hill at the dedication of "Charlie's Grill." The Ribbon cutting ceremony for that building will be on Thursday afternoon, the 12<sup>th</sup>. The meeting can be backed up a week if necessary.

As far as advertising is concerned and immediately following the meeting on the Rules with the Sub-committee, the Executive Committee will need to discuss the Budget.

**Vote:** None

**Action:** None

**Topic: The Memorandum of Understanding (M.O.U.)**

**Motion:** None

**Discussion:** Attempts were made to have the MOU for this meeting, but with the changes, it is not possible. In reference to the Memorandum of Understanding, time has not been adequate to work on that as yet. The M.O.U. needs to be developed so that it can be signed by the next meeting.

**Vote:** None

**Action:** None

**NEW BUSINESS**

**Topic: Start Times for Committee Meetings**

**Motion:** Change the start time of the Fire Prevention & Control Meeting to 2:00pm and Administration, Policy & Finance to 3:00pm

**Discussion:** Would like to Move to change the start time for the Fire Prevention and Control Meeting from 1:00 to 2:00, and the Policy, Administration and Finance from 2:00 to 3:00 on the day of the Committee Meetings.

**Vote:** Motion Carried

**Action:** Start Times Changed

**Topic: Office of Emergency Medical Services and State Fire Marshal's Office**

**Motion:** None

**Discussion:** OEMS - New Location or appropriate location for EMS. Based on information presented by attendees regarding the relocation of the office of EMS and SFMO was discussed, the Board asked for the Executive Director to contact the Secretary of Public Safety for guidance on response from the Board, if any.

The outgoing VDFP Chairman indicated that in recent years the partnership with EMS has been extremely beneficial and greatly improved. The Chairman thanked everyone for their help, hard work, and dedication

and in moving forward for the four years. He announced that he will be teaching and staying in the fire service.

When in a meeting, the Fire Programs staff is stretched to the limit, and they never complain. Sometimes they don't even get a break. Efforts should be made to give them a break for at least 30 minutes during sessions.

## **ADJOURNMENT**

The Committee adjourned at 10:40am

Clerk of the Committee  
J. Kay Hunnel

## **REVIEWED BY:**

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Billy G. Shelton, Jr., Executive Director, Interim VDFP

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Date