

DRAFT

**VIRGINIA FIRE SERVICES BOARD
Fire Education and Training Committee
August 11, 2006**

A regular meeting of the Committee on Fire Education and Training was held at the Hampton Roads Convention Center in Hampton at 10:00am. Mr. Ken Brown served as Chair.

COMMITTEE MEMBERS PRESENT

Kenneth Brown – Chair
Gary Eads
Thomas Fuqua
Floyd Greene
Richard Steinberg

COMMITTEE MEMBERS ABSENT

Lora Sharkey

VFSB MEMBERS PRESENT

Ed Altizer
Chris Kollman, III
Dennis Mitchell
Michael Reilly

AGENCY MEMBERS PRESENT

Teresa Duncan
Kay Hunnel
Nausheen Khan
Christine Lopilato
Larry McAndrews

GUESTS PRESENT

Rick Burch
Bruce Crow
Jim Eicholtz
Larry Gwaltney
Ron Hargrave
Dickie Harris

Thoms Jordan
Roger Leboeuf
Ken Ryals
Charlie Singleton
Gary Vincent
Leslie Weddington

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:

- A. Emporia Burn Building
- B. Bristol Burn Building
- C. Augusta Burn Building
- D. Burn Building Committee Update

New Business: None

PUBLIC COMMENTS

Larry Gwaltney was thanked for his assistance in between and during the Meetings. He welcomed and introduced everyone to Hampton and the new Convention Center. Mr. Gwaltney also offered his assistance to the VFSB and VDFP incase any accommodations are needed.

Mr. Singleton made a few comments about legislative proposals and the general status of the Mecklenburg Burn Building.

COMMENTS FROM THE VDFP LIAISON

Enclosure 1. – 2005/2006 Certificates Issued

Enclosure 2. – 2005/2006 Cancelled Classes

Enclosure 3. – Training Program Monthly

Virginia Fire Services Board Training Committee Report

The following is our anticipation of Course Development for the next year and a timeline to be brought before the VFSB:

Farm Machinery Extrication Awareness and Operations
Instructor I and II to come in line with the new 7th edition text

October 2006
December 2006

Officer IV	December 2006
Instructor III	Summer 2007
Swift Water Rescue Awareness and Operations	Spring 2007
Confine Space Technician	Summer 2007
Trench Technician	Summer 2007
Structural Collapse Awareness	Summer 2007
Industrial Fire Brigade, Incipient level	No date at this time
Public Fire Educators, Level II	No date at this time
Juvenile Fire setters	No date at this time

In addition, the following are in need of review and I have listed a reason beside each.

- Hazardous Materials Awareness and Operations, the VDEM program is based on the 1997 Standard. The new standard should be out in the early stages of 2007.
- Fire Officer I and II are currently being taught using the Delmar Company Officer, 1st edition book. They have released a second edition text that combines Officer I and II within the text and is somewhat cumbersome to use. Ron Collins is interested in looking at the IFSTA Company Officer Curriculum. This curriculum is scheduled for release in late September 2006. This would provide continuity with the Officer III and IV which also are using the IFSTA Curriculum.

Some comments were made regarding the cancelled classes issue and how to alleviate the problem. Agency had mentioned that they are working on a policy mandating the number/type of courses an instructor can teach based on their experience.

The Committee asked for a report of the ICS drill; Agency staff as well as the Department of Forestry reported that the event was successful.

COMMENTS FROM THE GRANTS MANAGER

Enclosure 4. – Burn Building Project Summary – FY2007

The Grants Manager reported on the current Burn Buildings:
 Augusta County – approved waiver for non-galvanized steel
 Bedford City – no recent update, funded out of FY07
 Bristol – received building permit
 Buckingham – building to prototype I, received building permit
 Chesterfield – 98% complete (class A), complete by September
 Franklin – Approved in June, funded out of FY09
 Gloucester – no recent update
 Loudoun – received building permit, completion December or January

Mecklenburg – lightening damage repairs to be made, test burn in August, burn building dedication in October
Northumberland – funded out of FY07
Pulaski – complete, final disbursement was made
Spotsylvania – no recent update
Emporia – received revised application, A&E report complete
Hanover – repair project, selected vendor, completion in September
Chilhowie – had submitted application but recently decided to group with Marion and will reapply
Chesapeake – have not received joint application

COMMENTS FROM THE COMMITTEE CHAIR

None

UNFINISHED BUSINESS

Topic: Emporia Burn Building

Enclosure 5. – City of Emporia Burn Building Application

Enclosure 6. – Report on the Structural Survey and Evaluation

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.

Discussion: The City of Emporia presented a PowerPoint in order to request for an increase in funding for their Burn Building repair project. Discussion ensued regarding the dollar amount to be awarded for the repair project.

Vote: Motion carried

Action: Bring to the Committee on Administration, Policy & Finance for approval

The Committee recessed at 11:49AM

The Committee reconvened at 11:59AM

Topic: Bristol Burn Building

Motion: None

Discussion: A Board Member explained to the Committee that Bristol's project needs to begin by October otherwise the funds would have to be

returned. Chief Ford of Bristol informed the Board that the City Administrator of Bristol found no more issues with their burn building.

Vote: None

Action: None

Topic: Augusta Burn Building

Motion: None

Discussion: A representative from Augusta County reported that the final costs associated with their burn building project could be around \$1 million. The City is interested in recovering their funding on usage by other localities.

The City is also asking the Board for an interpretation/clarification of Exhibit A in regards to the ramp around the burn building. It was recommended by the Board to bring forth the funding issue to the Committee on Administration, Policy & Finance. The Training Committee will entertain the Exhibit A concern. The Board also suggested deferring the Exhibit A concern to the Agency A&E.

Vote: None

Action: Bring to the Committee on Administration, Policy & Finance for approval

Topic: Burn Building Committee Report

Enclosure 7. – Draft of Standard Criteria for Burn Building Prop Construction Documents

Motion: None

Discussion: A Burn Building Committee member reported on the recommended changes for the Burn Building Prop Construction Documents. Several changes/suggestions are outlined in the enclosed document. It was suggested to delete #4 under 'A. Guidelines' on page 5, to eliminate #4 on page 6, and to modify #6 under 'C. Concrete' on page 4. It was suggested to modify #7 under 'Minimum Burn Building Prop Requirements' on page 3 to, 'Minimum rooms on 1st floor: 4, minimum burn rooms: 1.' The agency informed the Board that the A&E will request building plans and annual reviews for localities with Burn Buildings.

Discussion ensued regarding locality participation in the review process. It was asked to have the review submitted to the Grants Manager by the 25th of August.

Vote: None

Action: None

NEW BUSINESS

None

ADJOURNMENT

The Committee adjourned at 1:19pm

Clerk of the Committee
Nausheen I. Khan

REVIEWED BY:

Larry McAndrews, VDFP Liason

Date

Enclosures:

1. – 2005/2006 Certificates Issued
2. – 2005/2006 Cancelled Classes
3. – Training Program Monthly
4. – Burn Building Project Summary – FY2007
5. – City of Emporia Burn Building Application
6. – Report on the Structural Survey and Evaluation
7. – Draft of Standard Criteria for Burn Building Prop Construction Documents

DRAFT

**VIRGINIA FIRE SERVICES BOARD
Fire Prevention and Control Committee
August 11, 2006**

A regular meeting of the Committee on Fire Prevention and Control was held at the Hampton Roads Convention Center in Hampton at 1:00pm. Mr. Mike Reilly served as Chair.

COMMITTEE MEMBERS PRESENT

Ed Altizer
Dennis Mitchell
Brian Mullins
Michael Reilly – Chair
Susan Williams

COMMITTEE MEMBERS ABSENT

Carl Garrison
Leonard Hamlin

VFSB MEMBERS PRESENT

Kenneth Brown
Gary Eads
Thomas Fuqua
Floyd Greene
J. Chris Kollman

AGENCY MEMBERS PRESENT

Russ Chandler
Kay Hunnel
Nausheen Khan
Christine Lopilato
Billy Shelton

GUESTS PRESENT

John Miller
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 June 2005 meeting. With no changes being made, the June 3, 2005 meeting minutes were approved.

CHANGES TO THE AGENDA

Unfinished Business:

- A. Fire Prevention & Control Document

New Business:

- B. Budget for Fire Code Committee

PUBLIC COMMENTS

A board member expressed concern over a lack of communication to fire departments about grant application deadlines, etc. Discussion ensued regarding how to alleviate this problem.

COMMENTS FROM THE VDFP LIAISON

Enclosure 1. – Summary By Incident Type

REPORT FROM THE VIRGINIA FIRE MARSHAL ACADEMY

Certificates

To date we have processed 27,385 certificates to the Professional Qualifications Board.

A typical term we have used for years is “Fighting fires with facts.” This has never been truer today as we fight for budgets and for legislation. The use of the Virginia Fire Incident Reporting System is the best tool to get these facts. I have used national statistics for years and inevitably I get comments back that “yes, those figures are good for New York and Chicago and California but what is happening in Virginia.

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](#)http://vafire.com/fire_data_statistics/vfirs_info.htm
- [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

The Grants Manager reported that the closing date for the Training Mini-Grants is September 30th; VFIRS closes August 31st; and the Smoke Alarm Grant Program is scheduled for completion

COMMENTS FROM THE COMMITTEE CHAIRMAN

The Committee Chairman expressed his gratitude towards the Agency especially during this transition phase, and looks forward to continuing a positive relationship with the Agency.

REPORT FROM THE CODE CHANGE AND DEVELOPMENT SUBCOMMITTEE

A member of the Code Change & Development Subcommittee reported on the meeting that occurred on August 10th. It was reported that some codes will need to go to the Board of Housing before being included in the Building Code.

It was also reported to the Committee that several individuals representing various fire service-related organizations in Virginia will be attending the ICC Hearings in Orlando in September, and the Board will fund 2 members of the Code Committee to attend as well.

REPORT FROM DEPARTMENT OF FORESTRY

None

UNFINISHED BUSINESS

Topic: Fire Prevention & Control Document

Motion: None

Discussion: It was explained by the Agency that the document will be divided amongst the Board members to review, and then the Agency will formulate a Draft for the Board to review and sign.

Vote: None

Action: None

NEW BUSINESS

Topic: Budget for Fire Code Committee

Motion: Forward to Finance Committee the recommendation to budget \$10,000 per year for Code Committee work.

Discussion: It was recommended by the previous Committee Chair to allot approximately \$10,000 annually for the Code Change & Development Subcommittee. The agency suggested that the Board possibly look at the interest fund, or discuss whether the Code Committee budget should become a continual line item for each fiscal year.

Vote: Motion carries

Action: Bring to Committee on Administration, Policy & Finance for approval.

ADJOURNMENT

The Committee adjourned at 2:24pm

Clerk of the Committee
Nausheen I. Khan

REVIEWED BY:

Russell Chandler, VDFP Liaison

Date

Enclosures:

1. – Summary By Incident Type

DRAFT

**VIRGINIA FIRE SERVICES BOARD
Administration, Policy and Finance
August 11, 2006**

A regular meeting of the Committee on Administration, Policy and Finance was held at the Hampton Convention Center in Hampton at 2:30pm. Mr. Dennis Mitchell served as Chair.

COMMITTEE MEMBERS PRESENT

Ken Brown
Floyd Greene
J. Chris Kollman
Dennis Mitchell – Chair
Brian Mullins
Mike Reilly

COMMITTEE MEMBERS ABSENT

Lora Sharkey
Floyd Thomas

VFSB MEMBERS PRESENT

Tommy Fuqua

AGENCY MEMBERS PRESENT

Teresa Duncan
Kay Hunnel
Nausheen Khan
Christine Lopilato
Billy Shelton

GUESTS PRESENT

Bruce Crow
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 June 2005 meeting. With no changes to the minutes, the June 3, 2005 meeting minutes were approved.

CHANGES TO THE AGENDA

Unfinished Business:

- A. Board Budget

New Business:

- A. Augusta County
- B. Meeting Schedules
- C. Mid-Atlantic State Fire Commission

PUBLIC COMMENTS

None

COMMENTS FROM THE VDFP LIAISON & BUDGET LIAISON

Enclosure 1. – Working FY07

Enclosure 2. – ATL Allocation FY2005 & FY2006

Enclosure 3. – ATL Allocation FY2007

Enclosure 4. – Burn Building Grants Obligations & Cash Availability FY06

Enclosure 5. – Burn Building Grants Budgeted Obligations & Spending Plan FY2007

Enclosure 6. – Training Mini Grants Budgeted Obligations & Cash Availability FY2006

Enclosure 7. – Appendix A: Acknowledgement of Notification of Provisions of the Appropriation Act Relating to Indebtedness of State Agencies

The liaison reported on 2 legislative proposals that have been put forward in regards to public safety: Line of duty death coverage, and the mandate of flashing red and white warning lights for use on VDFP vehicles.

Human Resource Update:

Mark Buff: Marketing and Communications Manager

Angela Austin: Receptionist

Policy, Planning & Legislative Affairs Manager still needs to be hired.

Fire & Rescue Intelligence Analyst will be recruited soon.

VFSB Clerk & Research Assistant to be recruited

Research Analyst recruitment delayed

Purchasing Specialist, interviews soon

Public Outreach Coordinator to be recruited

Part-time & Full-time in Division III needed

Administrative Assistant for Division IV to be recruited

It was also reported that if Board members and staff do not enroll in electronic funds transfer for travel reimbursement, there will be a \$5 fee for every paper check issued.

Effective July 1st, 2006, non-state and non-local employees who serve on State Boards are eligible to receive a \$50 stipend per day or portion thereof, when they participate in official State Board business.

COMMENTS FROM THE COMMITTEE CHAIR

None

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE EDUCATION AND TRAINING

Topic: Emporia Burn Building

1st 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.

Discussion: The City of Emporia presented a PowerPoint in order to request for an increase in funding for their Burn Building repair project. Discussion ensued regarding the dollar amount to be awarded for the repair project and whether or not the locality took responsibility in up-keeping the burn building themselves.

Vote: Motion carried

Action: Bring to the Full Board for approval

2nd Motion: Fund the Emporia Project as follows: Existing Renovation Project Fund - \$20,860; From FY07 Un-obligated Balance - \$215,000; Un-obligated Renovation Project Fund - \$26,696. This totals to: \$262,556.

Discussion: None

Vote: Motion carries

Action: Bring to Full Board for approval

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE PREVENTION AND CONTROL

Topic: Budget for Fire Code Committee

1st Motion: Forward to Finance Committee the recommendation to budget \$10,000 per year for Code Committee work.

Discussion: It was recommended by the previous Committee Chair to allot around \$10,000 annually for the Code Change & Development Subcommittee. The agency suggested that the Board possibly look at the interest fund, or discuss whether the Code Committee budget should become a continual line item for each fiscal year.

Vote: Motion failed

Action: None

UNFINISHED BUSINESS

Topic: Board Budget

Motion: None

Discussion: It was reported that the Executive Committee of the Board will discuss this issue in October in South Hill.

Vote: None

Action: None

NEW BUSINESS

Topic: Augusta County

Motion: None

Discussion: Discussion ensued regarding whether or not Augusta County should charge user fees to localities that use their training facilities.

Vote: None

Action: None

Topic: Meeting Schedules

Motion: None

Discussion: Discussion ensued regarding start times for the October Meeting in South Hill. It was decided to possible change timings to the following: Fire Education and Training Committee at 10:00; Fire Prevention and Control Committee at 2:00; and Administration, Policy and Finance at 3:00 P.M.

Vote: None

Action: None

Topic: Mid-Atlantic State Fire Commission

Motion: None

Discussion: It was proposed to fund two Board members to attend the Mid-Atlantic State Fire Commission in October.

Vote: None

Action: Tabled to the Full Board.

ADJOURNMENT

The Committee adjourned at 4:50bpm

Clerk of the Committee
Nausheen I. Khan

REVIEWED BY:

Teresa Duncan, VDFP Liaison

Date

Christine Lopilato, Grant & Local Aid Manager

Date

Enclosures:

1. – Working FY07
2. – ATL Allocation FY2005 & FY2006
3. – ATL Allocation FY2007
4. – Burn Building Grants Obligations & Cash Availability FY06
5. – Burn Building Grants Budgeted Obligations & Spending Plan FY2007
6. – Training Mini Grants Budgeted Obligations & Cash Availability FY2006
7. – Appendix A: Acknowledgement of Notification of Provisions of the Appropriation Act Relating to Indebtedness of State Agencies