

**VIRGINIA FIRE SERVICES BOARD**  
**Fire Education and Training Committee**  
**February 22, 2007**

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

**COMMITTEE MEMBERS PRESENT**

Kenneth Brown – Chair  
Gary Eads  
Thomas Fuqua  
Tom Moffett  
Ken Jones  
Richard Burch, Jr.

**COMMITTEE MEMBERS ABSENT**

None

**VFSB MEMBERS PRESENT**

Dennis Mitchell  
Mike Reilly  
Chris Kollman  
William Kyger

**AGENCY MEMBERS PRESENT**

Teresa Duncan  
Brook Pittinger  
Christine Lopilato  
W. G. Shelton, JR.  
Russ Chandler  
Dave Jolly  
Larry McAndrews  
Don Brown  
Mark Morton

**GUESTS PRESENT**

Carol Morrow  
Chief Bruce Crow  
Georgette Hurley  
Chris Eudaley  
Jonathan Hansen  
Michael Barakey  
Rodney Howell  
Garry Curry  
Jim Eicholtz

Charlie Singleton  
Tommy Pensta  
Paul Pokorski  
Floyd Greene  
Larry Gwaltney  
Jeff Flippo  
Ron Collins  
Donna Brehm

## **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 December 2006 meeting. With no changes to the minutes, the December 14, 2006 meeting minutes were approved.

**Motion:** To approve December 2006 meeting minutes

**Discussion:** No discussion

**Vote:** Motion carried

**Action:** Minutes Approved

## **CHANGES TO THE AGENDA:**

### **UNFINISHED BUSINESS:**

- A. Burn Building Sub-Committee Report
- B. Critical incident debrief

### **NEW BUSINESS:**

- A. Burn Building Checklist
- B. Virginia Beach
- C. Gloucester
- D. FMA
- E. Instructor 1
- F. Work session
- G. Burn Building Accountably Discussion

## **PUBLIC COMMENTS**

Chief Cade welcomed VDFP & VFSB to Virginia Beach and stated that he is always excited to have us here.

Tommy Fuqua commented that Chief Cade has been nominated by the President to be the next U.S. Fire Administrator. Mr. Fuqua commended the Chief on his nomination.

Chris Eudaley, representing the Virginia State Fire Chiefs Association, welcomed VDFP & VFSB and stated they enjoy our partnership with the Mid-Atlantic Expo & Symposium.

Floyd Greene welcomed the VFSB.

Brook Pittinger announced Angela Alston as the new Board Clerk and Bill Kyger as the newly reappointed board member.

Tommy Fuqua welcomed Billy Kyger back to the VFSB as well.

**CISM “Presentation by Carol Morrow  
Enclosure #1-Crisis management for firefighters**

This program is a stress management tool that the fire services can use as a mechanism to deal with stress.

There will be a post criminal seminar held May 20, 2007 which will offer 3 days of specialized training for public safety.

**Questions/comments:**

Tommy Fuqua requested VDFP provide a link to Carol’s presentation on our website.

Billy Shelton replied VDFP would be happy to provide a link to Carol’s presentation.

Richard Burch stated this would be good to accompany the fallen fighters group.

***COMMENTS FROM THE VDFP LIAISON(S)***

**VIRGINIA FIRE SERVICES BOARD TRAINING COMMITTEE REPORT BY THE VDFP  
BRANCH CHIEF OF TRAINING & OPERATIONS**

The following information was reviewed by Larry McAndrews.

**Enclosure 2# VDFP Cancelled Classes July 31-December 31, 2006**

**Virginia Fire Services Board – Training Committee**

Training and Technical Services Branch and the Operations Branch continue to be very busy. Besides classes and testing *the agency is currently in the process*

*of hiring 50 Adjunct Instructors. On March 3<sup>rd</sup> we will be conducting the second phase of the process with interviews and presentations to be conducted at the Glen Allen Offices. There were 128 applicants that applied thus far, but only 53 passed the initial testing.*

***The following programs are currently under development.***

Fire Officer IV – under pilot

Fire Instructor II

Hazmat Awareness & Operations – coordinated effort with VDEM

Driver Pump Operator

Swift Water Rescue Awareness & Operations

Confine Space Technician - under pilot

Trench Rescue - under pilot

***The following are upcoming events for the spring and summer.***

**Regional School Announcements**

Division 3

Albemarle Co Regional School March 24-25, 2007

Division 5

Southampton Regional Fire School March 31-April 1, 2007

Division 1

Caroline County Regional Fire School April 14th and 15th, 2007

Division 6

Danville/Pittsylvania County Regional Fire School April 21-22, 2007

Division 2

Rockingham County Regional School April 28-29, 2007

Division 6

Henry County / Martinsville Training Weekend May 5-6, 2007

Division 5

Shipboard Firefighting for Land-based Firefighting May 14-19, 2007

Division 4

Pulaski County Regional Fire School May 19-20, 2007

Statewide

HTR SPECIALIST TESTING TRAINING SESSION JUNE 9, 2007

Statewide

HTR Specialist Testing June 22-24, 2007

Division 6

2007 Virginia Fire Instructor College - Salem Virginia July 20-22, 2007

2007 Virginia Weekend at the National Fire Academy August 18 – 19, 2007

**2007 Adjunct and Instructor In-service dates:**

Division 5 March 31, 2007 Paul D Camp Community College Franklin, Virginia

Division 1 April 14, 2007 Caroline Regional Fire School 19155 Rogers Clark Blvd, Milford Virginia 22514

Division 7 April 18, 2007 Loudoun County Training Center 1600 Courage Ct. Leesburg, Virginia 20175

Division 3 April 28, 2007 Central Virginia Fire Training Center – Lynchburg Training Drive, Lynchburg, Virginia

Division 2 May 19, 2007 VDFP Division 2 Office 205 Caroline Street, Orange Virginia

Division 4 June 9, 2007 Dublin Fire Department 105 Trinkle Avenue, Dublin, Virginia 24084

Division 5 June 21, 2007 Norfolk Fire Training Center 7120 Granby Street, Norfolk, Virginia 23505

Division 6 July 21, 2007 Roanoke College, Salem Virginia (Fire Instructor College) North Market Street, Salem, Virginia 24153

Division 6 September 15, 2007 Roanoke Valley Regional Training Center 1220 Kessler Mill Road, Salem, Virginia 24153

Division 7 September 29, 2007 Prince William County Training Center 13101 Public Safety Drive, Nokesville, Virginia 20181

Division 1 October 13, 2007 Chesterfield County Training Center 6610 Public Safety Way, Chesterfield, Virginia 23832

Division 2 October 27, 2007 Winchester Regional School Dowell J Howard Vocational Technical School 156 Dowell J Circle Winchester, VA

Division 4 November 3, 2007 Abingdon Volunteer Fire Department 316 Park Street, Abingdon, Virginia 24210

Division 3 December 15, 2007 Division 3 Office Farmville Virginia

**Assistance to Firefighters Grant Workshop**

Larry McAndrews had the opportunity to attend a class at the National Fire Academy and while there had the opportunity to sit through the 2007 Assistance to Firefighter Grant Workshop. An area that concerns Larry McAndrews is that the new grant cycle will require localities to be ICS-300 and ICS-400 compliant. His concerns are from the perspective that many volunteer departments currently do not have this training. Please find and review the attached handout on who requires what level of training.

The following is the list of Assistance to Firefighter Grant Workshops in Virginia

2/23/2007	10:00 am	Fredericksburg	VA	Rappahannock EMS Council Regional Training Center 2301 Fall Hill Avenue Medical Arts Building, 2nd Floor	Director Tina Skinner	(540) 373-0249	<a href="mailto:tskinner@vaems.org">tskinner@vaems.org</a>
3/7/2007	10:00 am	Abingdon	VA	Southwest Virginia Higher Education Center Executive Conference Room One Partnership Circle Abbreviated 1Hour Workshop Version as part of the Ninth District Emergency Responders Seminar	Congressman Rick Boucher's Office	(276) 628-1145	<a href="mailto:ninthnet@mail.house.gov">ninthnet@mail.house.gov</a>
2/24/2007	1:00 pm	VA Beach	VA	2007 Mid-Atlantic Expo & Symposium VA Beach Convention	Larry McAndrews	(804) 249-1986	<a href="mailto:larry.mcandrews@vdfp.virginia.gov">larry.mcandrews@vdfp.virginia.gov</a>

				Center, Room 2D All classrooms are on the second level at the VBCC 1000 19th Street			
2/24/2007	3:00 pm	VA Beach	VA	2007 Mid-Atlantic Expo & Symposium VA Beach Convention Center, Room 2D All classrooms are on the second level at the VBCC 1000 19th Street	Larry McAndrews	(804) 249-1986	<a href="mailto:larry.mcandrews@vdfp.virginia.gov">larry.mcandrews@vdfp.virginia.gov</a>
3/6/2007	4:00 pm	Radford	VA	Radford Business Technology Park Conference Center RU West 6226 University Park Drive Abbreviated 1Hour Workshop Version as part of the Ninth District Emergency Responders Seminar	Congressman Rick Boucher's Office	(276) 628-1145	<a href="mailto:ninthnet@mail.house.gov">ninthnet@mail.house.gov</a>
2/22/2007	6:00 pm	Verona	VA	Augusta County Government Center 18 Government Center Lane South Board Room	Lt. Minday Craun	(540) 245-5283	<a href="mailto:mcraun@co.augusta.va.us">mcraun@co.augusta.va.us</a>
2/22/2007	6:00 pm	Melfa	VA	Congresswoman Thelma Drake	Roy Lock	(757) 789-	<a href="mailto:rlock@es.vccs.edu">rlock@es.vccs.edu</a>

			Eastern Shore Community College Lecture Hall 29300 Lankford Highway		1751	
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### **Enclosure (3) NIMS Training Guidance**

Ken Brown commented that he has received a letter about Hazmat and asked if all the answers have been satisfied?

Larry McAndrews replied yes.

Tom Moffett asked about how VDFP manages quality control and is there a format or policy that monitors structuring time?

Larry McAndrews said that the Division Chiefs are sending evaluators out to monitor instructors using 5% of total classes taught the previous year as there base line.

Larry commented that in the near future both IFSAC and Proboard will want to monitor more than one test site for uniformity and will be asking questions on how the test sites are conducted.

Mr. Moffett asked if VDFP is addressing the quality of instruction and curriculum.

Tommy Fuqua asked if VDFP gets a complaint does the agency send someone in to investigate. Larry McAndrews replied yes.

Mr. Moffett wanted to make sure these items/issues were monitored and Larry McAndrews and Billy Shelton both replied yes.

### **VIRGINIA FIRE SERVICES BOARD TRAINING COMMITTEE REPORT BY THE VDFP GRANTS MANAGER**

The following information was reviewed by Christine Lopilato.

#### **Committee on Fire Education and Training**

- Burn Buildings
  - Summary
  - Attachment B has been posted to VDFP website
- Localities making appearance and/or presentation:

- Chesterfield County
- Gloucester County
- Virginia Beach City
  
- Engineer Update – Report from The Structures Group
  - Burn Building Reviews
  - Engineer estimated costs for annual reviews and 5-year reviews for the Board's consideration in making decision related to providing funding to cover these costs
    - Annual Reviews average \$3,500 per burn building, or \$115,500/fiscal year
    - Five-Year Reviews average \$4,225 per burn building, or \$139,425 every five fiscal years
    - Ten-Year Reviews would be on par with the 5-year review estimates
  
- Burn Building Check List – Training Committee to have reviewed since December meeting and be prepared to make comment.

### **Review of Burn Building Project Summary excel worksheet (Enclosure 8)**

Christine reviewed the Burn Building Project Summary excel worksheet.

#### **New Construction**

**Augusta County** – Will present bldg permit to VDFP at the VFSB meeting. County to send building plans to VDFP.

**Bedford City** – Beginning RFP process for A&E services.

**Bristol** – Contracted with WHP as A&E Firm, adding LP gas system. Working on site prep. Scheduled completion of late 3/2007

**Buckingham** – Still working on site plan, staying at current site.

**Chesterfield** – Project Completed. Final payment released; DFP review disclosed problems with NFPA signage, computer monitoring system; letter sent to require correction by 1/31/07..

**Franklin** – they were funded at June 2006 and funds would come out of 2009. they are going to ask that funds be given 2008.

**Gloucester** – Selected contractor, constructing with WHP bldg; Has come with Building permit in hand.

**Loudoun** – Progressing on schedule with completion targeted for 2/07

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

**Northumberland** – Engineering firm selected and beginning review of bldg plans. VDFP sent bldg specs on CD. Investigation process has been completed.

**Pulaski** – Project complete! Dedication ceremony 10/30/06 (W. G. Shelton, Jr., Christine Lopilato, Teresa Duncan Dennis Price from VDFP attended. Thomas Fuqua also attended – VFSB)

**Spotsylvania** –Began site prep work completion by summer 2007.

**Renovation Constructions (VFSB approved)**

**Emporia** – A&E selected (LeBeouf & Assocs); City to meet to review final drawings; renovations work targeted to begin 2/2007. We are waiting for report from Engineer. They are targeting their completion by June 2007

**Hanover County** – A&E selected (LeBeouf & Assocs); Projects is 25% complete. They will be requesting their funding.

**Repair Construction (VDFP approved)**

**Goochland County** – Repair approved for replacement of Padgenite titles.

Attachment B has been posted on VDFP's website.

**COMMENTS FROM THE VFSB COMMITTEE CHAIR**

Chief Burch questioned if every one that has a VFSB grant funded burn building knows of the burn building requirements to be compliant with the burn building policy?

Christine Lopilato explained that all grant awardees are aware of the policy.

Tom Moffett said the Board will not provide a locality grant funding unless that locality has met all of the mandatory requirements.

Christine was requested by the Board to come up with a plan for reviews and whether or not the Board should fund these reviews.

**UNFINISHED BUSINESS**

**Topic:** Engineer Update from The Structures Group, Inc.

**Enclosure #9, 10 & 11**

**#9 VDFP Newport News (available upon request)**

**#10 VDFP Emporia Burn Building (available upon request)**

**#11 Executive Summary (available upon request)**

**Motion:** None

**Discussion:** The following information was provided by Mike Mathews, Engineering Representative from The Structures Group, Inc.

The Structures Group, Inc. is traveling throughout the COV to visit all existing burn buildings and intends to visit all 31 burn buildings by April 2007. The Structures Group, Inc. will provide a report on each building to discuss life expectancy, cost projections, repair suggestions, etc. Copies of all reports and The Structures Group, Inc reports will be provided to

VDFP so that they can be kept in a central location (VDFP Glen Allen Headquarters).

**Questions/Comments:** None

**Vote:** None

**Action:** None

## NEW BUSINESS

**Topic: Virginia Beach Burn Building Repair Project**  
**Enclosure 4 (printed layout of slide show presentation)**  
**Enclosure 5, 6 & 7**  
**#5 Burn building Grant for VA Beach**  
**#6 Structural Survey and Evaluation**  
**#7 Statement of Requirements of Burn Building Grant Program**

Chief Cade, VA Beach Fire and EMS, did a presentation requesting funding for repairs on their burn building.

**Motion:** That VA Beach be considered for reimbursement and repairs made to their burn building in the amount of \$47,046.

**Discussion:** Mr. Moffett asked VA Beach if they monitor all changes and temperatures and why the building is failing.

Chief Cade said their burn building has reached it's life expectancy. The failure rate is expected with normal use.

Christine Lopilato said the formal report has not been completed, but it has been reviewed. To date the Structures Group, Inc. has completed 14 burn building studies.

Richard Burch commented on statements made by the Structure Group. He also commented that the burn building budget was set yesterday at the board work session. Before the Board commits to approval we need to take a consensus of all reported on burn buildings. He recommended waiting on starting repair on any additional buildings.

Chief Burch suggested that VA Beach apply for a \$10,000 grant now and wait for the rest until after The Structures Group completed their survey.

Christine Lopilato commented that the \$10,000 would not be available because it is for small repair or for renovations. The Board has \$9,000,000 for repairs and \$240,000 for renovations. She further commented if VA

Beach changes determining factors on their application it could change the grant amount of future grants.

Chief Cade said their burn building was built to the NFPA standards.

Christine Lopilato said the VA Beach report was completed June 30, 2006.

**Topic: Gloucester Burn Building Project**

**Discussion:** Gary Curry, Gloucester POC, asked for not only their grant to be approved, but for an additional set of funding covering 25% of the monies spent by Gloucester thus far be reimbursed.

Ken Brown stated that if Gloucester had done what they were supposed to do originally, we wouldn't be at this point today.

**Motion:** Accept Gloucester's application and request for funding for their burn building of \$430,000 with the condition that the project be completed by December 2007.

**Questions/Comments:** Gary Eads commented that he has a problem with the message the Board may be sending out.

**Vote:** Majority

**Action:** Motion carried

**Topic: Farm Machinery and Equipment**

**Enclosure #12-1 inch binder (available upon request)**

**Motion:** Move to approve the farm machinery program

**Discussion:** Dave Jolly stated the program would allow VDFP to teach awareness to everyone. VDFP has added administrative guidelines as well.

**Questions/Comments:** Ken Brown suggested asking questions to Dave Jolly outside and inside of the meeting.

Richard Burch commented that this class doesn't get the credit it deserves, because this program is very necessary.

**Vote:** Majority

**Action:** Motion carried

**Topic: Instructor Classes**

**Enclosure #13 NFPA Fire Service Instructor 1**

**Motion:** To approve the Fire Instructor 1 curriculum.

**Discussion:** Dave Jolly commented that additional changes were made to the Instructor I curriculum.

**Questions/Comments:** Tom Moffett said he does have a problem with implied methods of instruction. Mr. Moffett feels VDFP should be conveying to the instructors how to instruct.

**Vote:** Unanimous

**Action:** Motion carried

**Topic: Work Session Report**

**Motion:** To move all burn building requests for renovations, repairs and new construction to the Finance, Policy and Administration committee for evaluation and recommendation.

**Discussion:** NA

**Questions/Comments:** NA

**Vote:** Unanimous

**Action:** Motion carried

**Topic: Burn Building Requests**

**Motion:** To move all burn building requests for renovations, repairs and new construction to the Finance committee for evaluation and recommendation.

**Discussion:** NA

**Questions/Comments:** NA

**Vote:** Unanimous

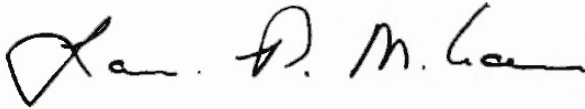
**Action:** Motion carried

**ADJOURNMENT**

The Committee adjourned at 2:07 pm

Clerk of the Committee  
Angela Alston

**REVIEWED BY:**



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Larry McAndrews, VDFP Liaison

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3/09/07  
Date

**Enclosures:**

1. Crisis Management for Firefighters
2. VDFP Cancelled Classes
3. NIMS training Guidance
4. VA Beach's printed layout of slide show presentation
5. Burn Building Grant for VA Beach
6. Structural Survey and Evaluation
7. Statement of Requirements of Burn Building Grant Program
8. Burn Building Project Summary
9. VDFP Newport News (available upon request)
10. VDFP Emporia Burn Building (available upon request)
11. Executive Summary (available upon request)
12. Instructor Guide-1 inch binder (available upon request)
13. NFPA Fire Service Instructor 1