

Virginia Fire Services Board

Committee on Fire Education and Training

December 1, 2011

Consent Agenda Package

- A. Approval Of The Minutes Of The Previous Meeting
- B. Report From The VDFP Director of Finance

VIRGINIA FIRE SERVICES BOARD
Fire Education and Training Committee
October 6, 2011

A regular meeting of the Committee on Fire Education and Training was held at the VDFP Headquarters in Glen Allen, VA at 1:00 p.m. Mr. Thomas Moffett served as Chair.

COMMITTEE MEMBERS PRESENT

Thomas Moffett – Committee Chair - Virginia Professional Firefighters Association
James Armstrong – Virginia Chapter of the International Society of Fire Service Instructors
Edwin Smith – Virginia Fire Chiefs Association
Richard E. Burch Jr. – Virginia Fire Services Council
Kenneth J. Brown – Virginia State Firefighters Association
James Wheeler – Virginia Municipal League

COMMITTEE MEMBERS ABSENT

Joe Wilson – Industry (SARA Title III & OSHA)

VFSB MEMBERS PRESENT

Michael Reilly – Virginia Chapter of the International Association of Arson Investigators
Elaine Gall – Virginia Fire Prevention Association
Carl Garrison – Virginia State Forester
Brian Mullins – Board of Housing and Community Development
Robert Scott – Insurance Industry

AGENCY MEMBERS PRESENT

Brook Pittinger	Dave Jolly	Angela Thompson
Don Hansen	Matthew Smith	Russ Chandler
Tom Phalen	Erin Rice	

GUESTS PRESENT

Jeff Flippo	Charlie Singleton	Matt Greggs
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PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ROLL CALL

CHANGES IN THE AGENDA

Consent Agenda

- A. Approval Of The Minutes Of The Previous Meeting
- B. Report From The VDFP Liaison
- C. Report From The VDFP Fiscal Services Director

Unfinished Business:

A. Training Currency Exploration Process

New Business:

A. No new business

PUBLIC COMMENTS

Brook Pittinger reminded Board members that the Conflict of Interest filing information is being sent and is due by the December Board meeting.

CONSENT AGENDA

Thomas Moffett requested that Items A.5 and A.10 under the VDFP Liaison's report be pulled from the Consent Agenda.

Kenneth Brown requested that Item A.6 under the VDFP Liaison's report be pulled from the Consent Agenda.

Topic: Consent Agenda

Motion: To approve the Consent Agenda with the exceptions of the following items: A.5, A.6 and A.10, No Show policy update and Quality Assurance Update.

Discussion: None

Vote: Unanimous

Action: Motion Carries

Topic: No Shows (Item A.5)

Motion: N/A

Discussion: Don Hansen provided a historical recap of the No Show policy and stated that it is making a difference. At this time, the Agency does not have enough information to provide a proper statistical analysis of the issue, as there is less than a year's worth of data. The Agency is working with the localities and those taking training to ensure that it is not an overly cumbersome process.

Vote: N/A

Action: N/A

Topic: Quality Assurance and Course Curriculum (Item A.10)

Motion: N/A

Discussion: Thomas Moffett commented that he read there were no instructor reviews since the last report, Item A.10. Don Hansen clarified that the Agency continues to review instructor performance, but there have not been any quality assurance related instructor reviews since the August VFSB meeting.

Kenneth Brown commented that he had questions on the Driver Pump Operator and Driver Aerial Operator programs, Item A.10.a. Don Hansen commented that the Agency realized there was a deficiency in accomplishing the requirements of Chapter 4 of the National Fire Protection Association's (NFPA) 1002 Standard. In addition, Don Hansen commented that the Agency is working to ensure the inclusion of this information in the programs and is working with localities to maintain compliance.

Kenneth Brown questioned whether the program hours were extended. Don Hansen commented that there is no increase to the Driver Aerial Operator program, but that there is essentially a 30 minute per student increase to the Driver Pump Operator program. In addition, Don Hansen clarified that the Driver Pump Operator curriculum has not changed and is only being piloted before it comes to the Board. The Driver Aerial Operator curriculum changes will be presented at the December Board meeting and approval requested at the February Board meeting.

Kenneth Brown requested the status of the Emergency Vehicle Operation Course (EVOC) update and that he would like to see an actual driving program that covers topics such as proper setup on the interstate. Don Hansen commented that the Virginia Department of Transportation (VDOT) is working to institute a Traffic Incident Management System (TIMS), which addresses those concerns. Additionally, VDOT is collaborating with the Agency, the Office of Emergency Medical Services (OEMS) and the Virginia State Police on the course. Once finalized, the Agency will add TIMS training to our offerings.

Vote: N/A

Action: N/A

Topic: Training Audit FY12 (Item A.6)

Motion: N/A

Discussion: The Agency and Committee discussed the process for requesting funded courses, which begins in February and runs through July. Localities requested 380 funded courses during the previous request period, i.e. February 2011 to July 2011 for the Training Year of July 1, 2011 through June 30, 2012. The Training and Operations

Branch works to evaluate training requests to identify and combine duplication of requests due to geographical location of requests and other criteria such as whether or not the course is underdeveloped. The number of funded courses in a year depends on the length of and cost of the requested courses. At this point 59 of the 380 funded course requests were denied, but will hopefully be added back in as funding becomes available.

Ken Brown requested what the denial process is and how does a locality know what training was denied. Don Hansen commented that the Division Chiefs notify the localities of the approved funded course requests. Division Chiefs then work with the localities through a dynamic process to add funded courses as the year progresses and as funding becomes available.

Ken Brown commented that he hears people say “I don’t get any training” and that he would like to see a more formal response process so that they know that if they didn’t get funded training in the first cycle that they might get funded training in the second cycle.

Don Hansen commented that part of the information gap could be due to the tiered process of requests, which starts within the locality. If the locality and departments within it work to review requests and then submit as a single group, then the training request could have been denied at the locality level and the Agency will not be aware of it. If a locality submits a single request, the Agency will contact the training point-of-contact within the locality regarding the requests. In addition, the Agency retains all training requests for a training year until the end of the training year.

Thomas Moffett stated that the Agency should consider using a denial letter that states that the request was denied as well as clarifies the reason(s) for denial and the actions that will be taken, e.g. if funding becomes available this training request will be reconsidered for funding.

Ken Brown commented that they still hear that “training courses were cancelled; they don’t know where the money is going and that they weren’t even eligible for the training.” Don Hansen requested that the Board as stakeholder representatives work to dispel the false rumors regarding training and direct field personnel to communicate with their training officer or regional training groups that requested the training.

Vote: N/A

Action: N/A

A. 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 2011 meeting. With no changes to the minutes, the August 12, 2011 meeting minutes were approved.

**B. REPORT FROM THE VDFP LIAISON
Branch Chief of Training & Operations**

Don Hansen provided the following report:

A. The Training and Technical Services and Training and Operations Branches' are in the process of beginning the first semester FY12 training calendar. Each of the Division Chiefs has been working diligently with their prospective program area's to approve requested courses for FY12 first semester training opportunities.

1. **Instructor In-service 2011** – 2011 Instructor In-service is posted to the Knowledge Center (50-minute session) on VDFP updates and (30-minute session) on HR training. Mandatory for all current Part-time Instructors – optional for non-compensated local instructors. Deadline for wage instructors is December 16, 2011. Currently 160 instructors have completed the training opportunity
2. **Instructor Symposium 2011** – 134 instructor/candidates attended the two-day session at the University of Mary Washington campus. Spring 2012 Instructor Symposium will be offered in the Tidewater Division 5 Region. Location to be announced on VDFP website once facility is secured.
3. **Knowledge Center** – Currently there are 12 classes published to the Knowledge Center, which meet the demands of the Fire Service, Emergency Medical Services and Law Enforcement personnel. To date, the agency has 5978 registered users which up from the 398 since the August Board meeting.
4. **NFA Weekend Emmitsburg** - The Virginia NFA weekend at Emmitsburg, MD completed on September 17-18, 2011. A small number of applications were returned to students due to the limited bed space and on-going renovations. Plans for the Spring NFA In-State Weekend will be release in Mid-October. Site for the 2012 spring event will be J. Sergeant Reynolds Community College, West Campus – Goochland VA.
5. **No Show Report** – 115 students were identified as first time offenders since first reporting as of April 2011. By agency policy, each locality was advised of the offense. Five students have been identified as second time offenders and appropriate notification actions have been taken as per the VDFP “No Show” policy.
6. **Training Audit FY12** – As requested during the 2011 August Training and Education Committee, an audit of the 11 Division Chief's operational responsibilities was completed. 321 courses were approved for funding during the FY12 training cycle. 59 courses were initially denied but may be approved for funding during the FY12 Q3/4 Semester. Initial Denials were as a result of the following criteria; Number of courses selected by a locality, duplications of requests within a specific geographical region, courses currently in development, courses on hold pending Job Performance

Requirement (JPR) validation, courses waiting verification and or logistical support. Funded training and additional locality offered training will be posted to the VDFP Website as each event opens for pre-registration.

Training and Technical Services Branch

7. Airport Rescue Fire Fighting Division:

- a.** The ARFF Program began its fall training session at Charlottesville/Albemarle Airport. Approximately twenty-five firefighters, from Charlottesville/Albemarle Airport, Albemarle County Fire and Rescue, and Charlottesville Fire Department, participated in the training.
- b.** The fall training session, to date, consists of five funded Aircraft Live Fire Training classes, one funded ARFF Certification Class, one funded General Aviation class, two non-funded ARFF certification classes, and one non-funded General Aviation class.
- c.** Additionally, the ARFF trainer will also be used to support the FAA required Tri – Annual Drills at Charlottesville/Albemarle Airport and Newport News/Williamsburg International Airport.

8. National Incident Management System (NIMS) Program Division: Since the last report for the June VFSB meeting, the following courses have been conducted through the IMS office: ICS-100 (2); ICS-200 (2); ICS-300 (3); ICS-400 (1); and Command & General Staff for the Local IMT (CGSFLIMT) (1)

- a.** The IMS program office will continue to support requests for ICS training (ICS 100-400), Unified Command, and IS course classroom delivery) as well as CGSFLIMT, CGSF-PE, and “ICS Planning & Forms” with available resources including instructors and materials when requested.
- b.** The IMS Program office also provides administrative and funding support for National Fire Academy approved courses delivered through VDFP Division Offices.
- c.** The 28 participants in the CGSFLIMT represented most of the localities supporting the Central Virginia All-Hazards IMT including Amelia, Chesterfield, Hanover, Henrico, as well as Norfolk, Fredericksburg, and all VDFP Division Chiefs
- d.** An ICS Planning Section Chief Course or Logistics Section Chief course is also being planned probably in November or early December. Steve Grainer attended the FEMA Region III IMT conference in the Pennsylvania Emergency Management Agency Central Office in Harrisburg, PA August 23-24. The meeting provided a forum for NIMS program coordinators and IMT support coordinators from the states in FEMA Region III to interact and discuss programs in their respective states. Representatives from the National Capitol Region and the Hampton Roads developmental IMT also attended the conference. Chief Grainer

provided an overview of the recently established All-Hazards Incident Management Teams Association (AHIMTA) for the participants and participated in a roundtable discussion of current challenges confronting IMTs in the region.

- e. Chief Grainer will be traveling to Pennsylvania September 23-28 to serve as a subject matter expert in support of the Pennsylvania IMT meeting and the Keystone State Emergency Management Conference. He is also scheduled to attend the Indiana Emergency Management Conference in a similar capacity October 6-7. In both cases, costs for travel will be reimbursed by the host states.
- f. The IMS Office will conduct three cycles of the Command & General Staff— Practical Evolutions program at the New Kent Forestry Conference Center October 26-29. Information on registration and participation can be obtained by contacting the IMS Division Chief Steve Grainer.

9. Technical Rescue Division:

- a. The Agency has begun the pilot offering of the Intro to Technical Rescue over the past several weeks. The instructor and student feedback has been very positive; which the Technical Rescue Chief believes support the great work accomplished by the instructors during the month of July and August.
- b. The agency will continue to work on the development of the programs and pilot the level one program's though the teaching term. The Technical Rescue Division is working on scheduling another week long session to finalize the Level I programs and possibly begin the Level II programs. The division goal is to have the level one program finalized by the end of December and the level two programs completed by the end of February.
- c. The testing phase of the program is being reviewed and we will be developing a testing schedule for the period of March 2012 through June 2012 to allow those that have attended programs to test in a regional facility. This will align us with the requirements for our testing facilities to have the necessary resources to test all of the requirements listed in the standard.
- d. In addition, the Technical Rescue Division has been working with Lynchburg Fire Department to develop a water rescue program for the Commonwealth; since they received a FEMA grant for this purpose. The Surface Water, Level I program has been developed and piloted once in Lynchburg. The Technical Rescue Division is currently working with an agency in the Division 5 area to pilot the program a second time before the weather turns too cold.

10. Quality Assurance and Course Curriculum Division: The agency has not conducted any instructor reviews since the last report to the committee.

- a. The agency has been working on the update to both the Driver Pump Operator Program as well as the Driver Aerial Program to include the commentary-driving portion that was removed from the EVOC program. Through feedback from both

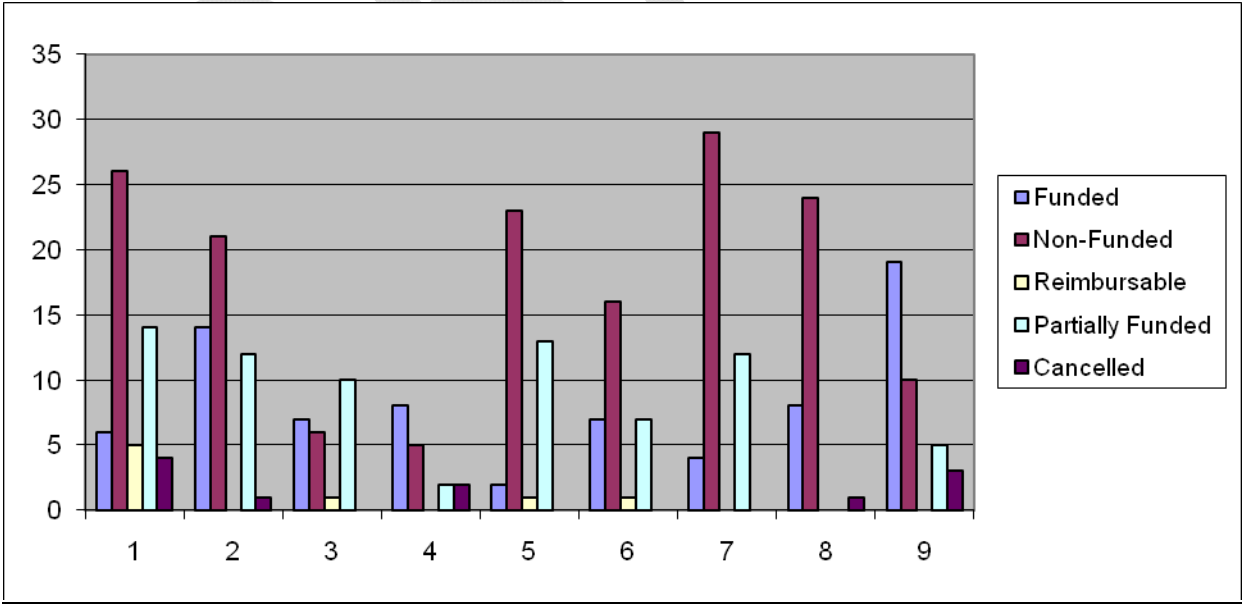
some of the committee members, agency staff and the program manager, we have elected to add it into both programs as an additional amount of time. It appears that it will take approximately eight hours to accomplish the requirements listed in the NFPA-1002 standard. This will allow us to once again begin to deliver this program throughout the Commonwealth. We will continue to work to establish additional steps that might be necessary as the agency works through the application for the Pro-Board reaccreditation visit.

- b. The committee for Instructor III met for a three-day work session to finalize the Instructor III material because of the piloting that was conducted. The plan is to present this program to the Virginia Fire Services Board in December for review.

11. Statistical Data August 1, 2011 through September 2011

Division	Funded	Non-Funded	Reimbursable	Partially Funded	Cancelled
0	0	6	0	0	0
1	6	26	5	14	4
2	14	21	0	12	1
3	7	6	1	10	0
4	8	5	0	2	2
5	2	23	1	13	0
6	7	16	1	7	0
7	4	29	0	12	0
8	8	24	0	0	1
9	19	10	0	5	3

Total 75 166 8 75 11 335



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

Due to inclement weather – eight courses have been postponed until spring 2012

- 12. Available courses FY11** - Note: A dynamic document that is not inclusive of the entire listing of courses offered through the Commonwealth of Virginia is listed on the Homepage for the Virginia Department of Fire Programs. Localities have the option on local non-funded courses to not have their courses advertised on-line.

**C. REPORT FROM THE VDFP LIAISON
Fiscal Services Director**

Christine Lopilato provided the following report:

- A. Nothing to report

COMMENTS FROM THE COMMITTEE CHAIR

Thomas Moffett thanked the stakeholders for attending the August & October meetings and providing feedback. Tom stated that he looks forward to maintaining open lines of communications with the stakeholders and continuing to build on the partnership between the stakeholders and the Board. In addition, he encouraged the stakeholders to continue communicating with the Board in regards to training currency.

UNFINISHED BUSINESS

Topic: Training Currency Exploration Process

Motion: N/A

Discussion: Thomas Moffett proposed to the Committee an informal assessment or quiz for firefighter's to use to test their familiarity with firefighting skills and knowledge, such as ladder skills or calculating friction loss from the pump to the nozzle. The Committee discussed the informal assessment process as a tool for firefighters to challenge each other as well as a way to assist company officers in identifying areas of need for company or station training, as well as a way to maintain firefighting skills and knowledge, i.e. training currency. The Committee and Agency discussed that this could be accomplished through the Agency's Knowledge Center.

The Committee also discussed that they are currently in the brainstorming phase of the training currency exploration process and that they are gathering ideas and looking at feasibility of acceptance by the field as well as in implementation.

The Committee discussed the need to incorporate the training currency exploration process into the Five Year Strategic Training Plan. In addition, the updates to the Five Year Strategic Training Plan will begin at the December Board meeting and a session for stakeholder input will be held at the February meeting.

Kenneth Brown commented that what he has heard and hopes is that company/monthly locality (i.e. 'station' training) training will count towards training currency requirements. Ken further noted that he does not want to be driven by a mandate from NFPA.

Jeff Flippo commented that it is important to take baby steps to develop Virginia's process, if there is to be one, and it is important that training currency not to be an unfunded mandate.

Matt Greggs, Hanover County, recommended the Board and Agency examine the retraining/CEU process utilized by the Office of Emergency Medical Services (OEMS) for the emergency medical technicians in which the Agency develops the topics and hours, and the locality conducts the training and reports it quarterly.

Vote: N/A

Action: N/A

NEW BUSINESS

Topic: VDFP Foam Trailers and Ethanol Fuels

Motion: N/A

Discussion: Richard Burch brought up the utilization of the VDFP foam trailers and the availability of alcohol resistant foams to be used with ethanol fuels.

The Agency commented that the Agency has seven foam trailers, which are regionally located in each of VDFP's seven division offices. Due to locality interest, the acquisition of concentrated alcohol resistant foam has been researched; however, at this time the necessary funding is not available to replace the existing supply of concentrated foam. The Agency is working to evaluate the existing supply of concentrated foam and to cycle in the concentrated alcohol resistant foam.

Vote: N/A

Action: N/A

Topic: Consent Agenda

Motion: N/A

Discussion: The Committee discussed the utilization of the consent agenda. Jeff Flippo commented that he would like stakeholders to be able to see the consent agenda items

prior to the meeting. Otherwise, items may be covered in the consent agenda without the stakeholders' knowledge until the minutes are published. The Committee discussed that the removal of the VDFP liaison report from the consent agenda and the posting of the consent agenda ahead of time and remarked that the consent agenda will be discussed further at the Full Board meeting.

Vote: N/A

Action: N/A

ADJOURNMENT

The Committee adjourned at 2:45 p.m.

Clerk of the Committee
Matthew C. Smith

REVIEWED BY:

Donald E. Hansen

Don Hansen
Branch Chief of Training and Operations

October 14, 2011

Date

No Enclosures

Virginia Fire Services Board - Fire Education and Training Committee

December 2011

Director of Finance Report – Christine Lopilato

A. Nothing to report