

**VIRGINIA FIRE SERVICES BOARD**  
**Administration, Policy and Finance**  
**February 25, 2010**

A regular meeting of the Committee on Administration, Policy and Finance was held at the Virginia Beach Convention Center in Virginia Beach, VA at 2:00 pm. Mr. Richard Burch, Jr served as chair.

**COMMITTEE MEMBERS PRESENT**

*Richard E. Burch Jr. – Committee Chair –Virginia Fire Services Council*  
Michael Reilly – Full VFSB Chair – Virginia Chapter of the International Association of Arson Investigators  
Kenneth J. Brown - Vice Chair & Burn Building Subcommittee Chair – Virginia State Firefighter’s Association  
Ed Altizer – Virginia State Fire Marshal  
Bill Kyger – Association of Counties  
Ken Jones – Virginia Fire Chiefs Association

**COMMITTEE MEMBERS ABSENT**

Kaye Brown – Virginia Municipal League  
Felix Sarfo-Kantanka, Jr. – General Public  
Vacant – Virginia Board of Housing & Community Development

**VFSB MEMBERS PRESENT**

Elaine Gall	Tom Moffett	Mike Armstrong
Joe Wilson		

**AGENCY MEMBERS PRESENT**

Billy Shelton	Dave Jolly	Christine Lopilato
Brook Pittinger	Steve Grainer	

**GUESTS PRESENT**

Jeff Flippo	Chris Eudailey	Kurt Kight
Rodney Ferguson	Dennis Mitchell	

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

The Chair asked if there were any additions and/or corrections to the minutes from the December 2009 meeting. With no changes to the minutes the December 3, 2009 meeting minutes were approved.

**PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**

**ROLL CALL**

## CHANGES IN AGENDA

### Unfinished Business

- A. Mobile Burn Building IFB Update
- B. Pictures From Haiti

### New Business:

- A. ATL Usage
- B. Fire & EMS Study Follow-ups

## PUBLIC COMMENTS

There were no public comments.

## REPORT BY THE VDFP LIAISON Director of Administration

Brook Pittinger provided the following report:

### IT/ VFIRS:

- Top Needs reported in the 2010 *Needs Assessment* (by division office areas):

VDFP Division	# 1 Need	# 2 Need	#3 Need	#4 Need	#5 Need
Division 1 - Richmond	Personnel	Training	Equipment	Apparatus	Facilities
Division 2 - Orange	Personnel	Training	Equipment	Apparatus	Facilities
Division 3 - Farmville	Apparatus	Equipment	Training	Personnel	Facilities
Division 4 - Marion	Personnel	Training	Equipment	Apparatus	Facilities
Division 5 - Hampton	Personnel	Training	Equipment	Apparatus	Facilities
Division 6 - Roanoke	Personnel	Training	Equipment	Apparatus	Facilities
Division 7 - Loudoun	Personnel	Training	Equipment	Apparatus	Facilities

- The Agency is finalizing the calendar year 2009 VFIRS data and it will be posted to our website within the coming weeks. As always, VFIRS reports are available on VDFP's website at [www.vafire.com](http://www.vafire.com).

### Marketing & Communications:

- VFCA Conference – VDFP has their booth on Partner's Row in the Exhibit Hall. Hours of operation are Friday: 1-7 p.m. and Saturday: 10 a.m. – 3 p.m.
- 2010 Memorial Service:
  - Six firefighters will be honored at this year's Fallen Firefighters Memorial Service, which is on Saturday, June 5<sup>th</sup> at 12 noon: Jeffrey Reed – Pulaski Volunteer Fire Department; Carl A. Barber – Virginia Beach Fire Department; Michael E. New – City of Chesapeake Fire Department; Larry

Felton, Sr. – Norfolk Fire Department; Carl Nordwall – Norfolk Airport Authority Fire Department; and Bobby Joe Mullins – Dante Volunteer Fire Department.

- The Committee is also trying to organize a pre-memorial service LODD themed mini-training session the evening prior to the Saturday service. The idea is to both promote attendance at the service and also share important information. The training will be conducted at Chesterfield's Training Center and attendance will be promoted statewide to FDs.
- We have submitted an application for the FFY09 AFG FP&S Grant. If awarded the grant will fund the production and distribution of a Home Fire Safety DVD along with web based design and content to mirror the DVD. As of 02.19.10, the Agency has not received notification if the grant will or will not be awarded.
- Facebook – VDFP will soon have its very own Facebook page. This social marketing tool has transformed into not only a popular way for individuals to communicate and share information, but also as an avenue for organizations and businesses to promote their activities and provide a mechanism for feedback and input from their membership. There will be a link to the VDFP Facebook page on the VDFP website and it will be promoted through all our standard communication channels.

#### **Policy, Planning & Legislation:**

- During the December 2009 Board meeting there was a question raised as to whether the Board members needed to abstain on votes that awarded a grant to either their locality of employment or the organization they represent on the board. The Agency contacted our Attorney General Counsel and the following guidance was provided: 'if a financial interest exists that creates a personal gain or personal ownership occurs, the Board member must abstain from voting.'
- Board Studies Update:
  - Louisa County – The committee conducted its site visit January 27<sup>th</sup> to 29<sup>th</sup>. The committee was able to gather valuable information and we are striving to have the study finalized by April 2010.
- The 2010 Virginia General Assembly began on Wednesday, January 13, 2010.
  - **HB1160** - Del. Cosgrove is the patron and this bill is seeking to transfer the fee setting ability from the Board of Housing and Community Development to the Virginia Fire Services Board. This bill was left in General Laws. This is an Agency bill.
  - **HB1321** - Del. McQuinn is the patron and this bill is seeking to clarify the potential conflict by granting localities the authority to enforce the Fire Prevention Code – Open Burning. This bill was defeated in the House. This is an Agency bill.
  - **SB685** – Sen. Martin is the patron and the bill limits the exception from application of the Statewide Fire Prevention Code to the use of permissible fireworks on residential property. The current exception

applies to the sale or use of permissible fireworks on private property. This bill was carried over until 2011.

- **SB8 & HB1162** – Sen. Blevins & Del. Cosgrove are the patrons of this bill. These bills are provide for the State Fire Marshal to establish a certification program for pyrotechnician or fireworks operator to design, setup, conduct or supervise the design, setup or conducting of any fireworks display, either inside a building or outdoors. SB8 has been crossed over and is pending House referral. HB1162 has been referred to the Committee on General Laws and Technology. (SB8 has had a \$20,000 Senate Finance budget amendment submitted to provide start up costs for the program.)
- **SB409** – Sen. Vogel is the patron of this bill and this bill sought to remove the requirement for localities to register their firefighters with the Clerk of the Courts in their locality and reassigned the registration requirement to VDFP. VDFP had fiscal impact to administer this program for the state. As a result of the Agency’s fiscal impact, VDFP was stricken from the bill. The Agency along with representatives with the Clerk of the Courts and the Comptrollers Office will be working together this summer to find a solution.
- **SB466** – Sen. Howell is the patron and this bill sought to create the Public Safety Fund. Funding from the Public Safety Fund would be taken from an assessment on property and casualty insurance companies in the amount of one-half percent of the total direct gross premium income for such insurance. This bill was left in Senate Finance.
- **Budget Amendment** – The Senate Finance Committee has entered a budget amendment that increases the \$4.25 For Life to \$6.25 For Life. If passed, a portion of the increased revenues will be used to fund the State Police’s med-flight operations. The budget amendment can be found at: <http://leg2.state.va.us/WebData/10amend30.nsf/479e07819a74f7838525688b005f54ab/bf7da0fe94373460852576d30006cf13?OpenDocument>.
- Only 5 of the Board’s 14 members still need to complete the mandatory Conflict of Interest Training. I will be re-emailing the requirement to the Board members that need to take the training. The new deadline will be by the COB 3/31/10.
- The Governor’s Fire Service Awards will be presented on Saturday, February 27, 2010 during the opening ceremonies for the Virginia Fire Chief’s Conference and Expo. The following are the 2009 Governor’s Fire Service Awards winners:
  - GOVERNOR’S AWARD FOR EXCELLENCE IN VIRGINIA’S FIRE SERVICE - Richard Thomas;
  - GOVERNOR’S AWARD FOR EXCELLENCE IN VIRGINIA’S PUBLIC FIRE AND LIFE SAFETY EDUCATION - Brian Clingenpeel;
  - GOVERNOR’S AWARD FOR EXCELLENCE IN VIRGINIA’S FIRE SERVICE MANAGEMENT - The Roanoke Valley Fire-EMS Hiring Process;
  - GOVERNOR’S AWARD FOR EXCELLENCE IN VIRGINIA’S FIRE SERVICE TRAINING - Thomas Fuqua;

- GOVERNOR'S AWARD FOR EXCELLENCE IN VIRGINIA'S FIRE PREVENTION
- Timothy Garwood;
- GOVERNOR'S AWARD FOR EXCELLENCE IN VIRGINIA'S FIRE SERVICE SUPPORT for the PRIVATE SECTOR - Bill Jones of FirePro Inc.; and
- GOVERNOR'S AWARD FOR OUTSTANDING FIRE DEPARTMENT RESPONSE – Roanoke County Fire & Rescue Department (Winter Storm response)
- GOVERNOR'S CIVILIAN LIFE SAVING AWARD – Dennis Mitchell & Steven Schellhammer.

**REPORT BY THE VDFP LIAISON**  
**Director of Finance**

The following information was reviewed by Christine Lopilato:

**Budget Report**

- Statement of Cash – Interest Account as of January 31, 2010 – Enclosure 1
- Burn Buildings Cash Obligations and Availability as of January 31, 2010 – Enclosure 2
- FY2010 Burn Buildings Spending Plan – Enclosure 3

**Grants and Local Aid Report**

- ATL
  - FY09 ATL (funding expires 6/30/2010) – Enclosure 4
    - 99.3% of total FY09 funds disbursed
    - 96.9% of 324 localities (314 jurisdictions released)
    - FY 2009 Forfeitures:
      - Occoquan, Town \$8,000
      - Port Royal, Town \$8,000
      - Scottsburg, Town \$8,000
      - Troutdale, Town \$8,000
  - FY10 ATL (funding expires 6/30/2011) – Enclosure 5
    - 79.4% of total FY10 funds disbursed
    - 74.4% of 324 localities (193 jurisdictions released)
  - 3Q10 disbursement scheduled for March 19, 2010
  - Second notification letters to potential forfeitures will be distributed by 3/31/2010
- Burn Building Report – Enclosure 6
  - Summary – New Construction
    - Franklin County: Project completed, pending final inspection and acceptance by VDFP, Inspection held up due to weather.
    - Montgomery County: In the process of bidding project. Project deadline 6/30/2010. Waiting on new construction documents. Locality issued new permit by 12/31/09 based on VFSB approval

letter. Plans were due to VDFP by 1/31/2010; however, due to weather, the site visit cannot be completed and plans submitted to VDFP. Working on follow-up with POC on submission of plans.

- Fauquier County: Valid building permit and construction documents submitted by the 12/31/2009 deadline. TSG has provided a cursory review on the construction documents. There were several issues pending resolution. Fauquier responded with comments/questions from architect on 2/16/2010, forwarded to TSG for review the same day. TSG's response to the County's queries was received by VDFP and forwarded immediately to the County on 2/18/2010.
- Summary – Renovations/Repairs
  - Henrico County: Working on correcting signage deficiencies found during inspection.
  - Shenandoah County: Provided a valid building permit to DFP by 12/31/2009. Meetings held with contractors/subcontractors, and timelines for the project were set. Project deadline remains 6/30/2010.
  - Galax, City: Project completed, Payment made for \$16,105. As of 2/24/2010 Forfeited \$1,895; VDFP Executive Director and Director of Finance are scheduled to meet with Chief Hankley in Virginia Beach regarding disqualified A/E Costs of \$1,250.
  - Charlottesville, City: all work is complete, completed project by deadline of 12/30/2009. Paperwork was submitted 2/17/2010. Inspection has been scheduled. Project and Inspection to be fully completed by 3/31/2010.
- Burn Building Policy revisions: Language added under section J) Term of Grant as follows:
  - "Concurrent with the submission of the valid building permit, the grant recipient will also provide VDFP with two (2) original copies and one (1) CD Rom version of the construction building drawings, including specifications."
  - These are administrative (housekeeping) changes that were discussed previously but omitted in the last policy revision in October 2009. Language additions still require VFSB approval effective as of the February 2010 revision date.

### **Topic: Burn Building Policy Revision**

**Motion:** Concurrent with the submission of the valid building permit, the grant recipient will also provide VDFP with two (2) original copies and one (1) CD Rom version of the construction building drawings, including specifications.

**Discussion:**

There was no discussion on this motion.

This motion is a house keeping item.

**Vote:** unanimous

**Action:** To present at the Full Board.

#### **COMMENTS FROM THE BURN BUILDING SUBCOMMITTEE CHAIRMAN**

The following topics were discussed at the Burn Building Subcommittee held on Wednesday, January 06, 2010.

##### **Topic: Enhanced Training Facilities**

**Motion:** NA

##### **Discussion:**

Ken Brown requested that the subcommittee develop the concept of an enhanced training facility so that the Board can do the most good with the funds the Board has available. It was noted that an enhanced training facility would be the expansion on an existing facility and not the construction of a new facility.

The Agency is going to provide the subcommittee with a report that documents the training capabilities of the training facilities within the Commonwealth of Virginia. This will serve as a starting point to examine the current training capabilities of Virginia localities to determine the direction of future funding directions for the Board.

**Vote:** NA

**Action:** NA

##### **Topic: Meeting Schedule for 2010**

**Motion:** NA

##### **Discussion:**

The following Burn Building Subcommittee meetings have been scheduled for 2010. All meetings will begin at 10 am at the VDFP Headquarters in Glen Allen.

Wednesday, March 3  
Thursday, May 13  
Thursday, July 8  
Thursday, September 9  
Thursday, November 4

**Vote:** NA

**Action:** NA

**Topic: Process Evaluation**

**Motion:** NA

**Discussion:**

It was recommended that the Agency and Board develop a process that allows the locality to provide feedback on the Burn Building grant process once the locality has completed their project. This will give the Agency and Board an opportunity to hear from the localities and also creates a mechanism for the Agency and Board to make changes to the grant program, if needed.

It was requested that Mike Matthews, TSG, look into the construction cost for building each of the burn building prototypes.

**Vote:** NA

**Action:** NA

The next Burn Building Subcommittee meeting is scheduled for Wednesday, 3.3.10. The meeting begins at 10 am at the VDFP Headquarters office in Glen Allen.

**COMMENTS FROM THE COMMITTEE CHAIRMAN**

Rick Burch thanked the committee members for all of their hard work over the past year.

**MOTIONS AND FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE EDUCATION AND TRAINING**

There were no financial issues or motions from the committee on Fire Education and Training.

The committee discussed the following topics:

- **Status of the Mobile Burn Building procurement process:**  
Christine Lopilato, VDFP, stated that the IFB closed on 1/27/10 and there were two (2) bidders: Kidde and Fireblast.
  - From a pricing perspective, Kidde's price is a bit better than the previous bid - \$560,500 for the fire trainer and \$7,315 for the technical support service agreement. Fireblast 451's price is \$394,937 for the fire trainer, with technical support service agreement for the first year included in the bid price.
  - Both bidders had deviations. The Agency has completed its review and evaluation of the two bids.
    - Kidde's bid deviations are the same as last time, and are deemed acceptable in meeting our minimum specifications.
    - Fireblast has several deviations from the specifications that cause concern for safety and operations. Our concerns have been reported to DPS; DPS concurs with DFP's exceptions to Fireblast's deviations and deems Fireblast's deviations as unacceptable in meeting the minimum specifications. Fireblast's bid is considered nonresponsive due to the unacceptable deviations.
  - DPS has issued the Notice of Intent to Award, which will be posted for a 10-day period.
  
- **5 Year Training Plan Update:**
  - On Wednesday, November 5, 2009 members of the VFSB and the Agency held a workgroup to begin the development of the Board's 5 Year Training Plan. At the conclusion of the meeting, the notes from the workgroup were sent to the committee members and the Agency for their review and comments.
  - It was requested that the notes from the November 5<sup>th</sup> meeting be sent to each Board member for distribution to their respective organizations. Ken Jones was the POC to receive comments.
  - The next 5 Year Training Plan meeting is schedule for Friday, February 26, 2010 at 2 pm in Room 4B of the Virginia Beach Convention Center.
  
- A review of the **VDFP Quality Assurance Program & Medal of Valor Board Overview** was also provided to the committee.

**MOTIONS AND FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE PREVENTION AND CONTROL**

**Topic: ICC Hearings**

**Motion:** Approve funds to send one FSB member to attend the ICC hearings in Dallas, TX.

**Discussion:**

Mike Reilly requested that the Agency seek approval for at least one Board member to attend the ICC hearings in Dallas, Texas.

Robby Dawson stated that a current change in the ICC requirements only allows voting members to vote if their trip is paid for by the organization in which they represent. If a voting individual is on the trip at the expense of an organization that the individual is not a member of, they will not be allowed to vote.

**Vote:** Unanimous

**Action:** To present at the Full Board.

- A review of the **Codes & Standards Subcommittee** actions were also provided to the Committee.
- A review of the **2010 Virginia General Assembly bills** was provided by VDFP.

**UNFINISHED BUSINESS**

**Topic: Mobile Burn Building IFB Update**

**Motion:** NA

**Discussion:**

Christine Lopilato, VDFP, stated that the IFB closed on 1/27; 2 bidders: Kidde and Fireblast.

- From a pricing perspective, Kidde's price is a bit better than the previous bid - \$560,500 for the fire trainer and \$7,315 for the technical support service agreement. Fireblast 451's price is \$394,937 for the fire trainer, with technical support service agreement for the first year included in the bid price.
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exceptions to Fireblast's deviations and deems Fireblast's deviations as unacceptable in meeting the minimum specifications. Fireblast's bid is considered nonresponsive due to the unacceptable deviations.

- DPS has issued the Notice of Intent to Award, which will be posted for a 10-day period.

**Vote:** NA

**Action:** NA

**Topic: Pictures from Haiti**

**Motion:** NA

**Discussion:**

The committee members were shown a slide show of pictures from various rescue scenarios in Haiti.

**Vote:** NA

**Action:** NA

**NEW BUSINESS**

**Topic: ATL Usage**

**Motion:** NA

**Discussion:**

Rick Burch queried the committee to gauge their feelings on whether or not ATL monies should be allowed for usage for operation budget expenses.

It was noted that the usage of ATL funds is dictated by the *Code of Virginia* and a legislative change would be required to change the way in which funds can be used.

**Vote:** NA

**Action:** NA

**Topic: Fire & EMS Study Follow-ups**

**Motion:** NA

**Discussion:**

Tom Moffett requested that the Board develop a follow-up 'survey' or 'questionnaire' that gets sent to localities one year after the completion of their Fire & EMS study. The intent of the feedback mechanisms is to determine the usefulness and successfulness of the Board's studies.

The Agency will develop the survey/questionnaire and provide it to the Board for their review and subsequent approval.

**Vote:** NA

**Action:** NA

**ADJOURNMENT**

The Committee adjourned at 4:00 pm

Clerk of the Committee  
Brook M. Pittinger

**REVIEWED BY:**



\_\_\_\_\_  
Brook Pittinger  
Branch Director of Administration

February 26, 2010  
Date



\_\_\_\_\_  
Christine Lopilato  
Branch Director of Finance

February 26, 2010  
Date

**Enclosures:**

1. Statement of Cash – Interest Account as of January 31, 2010
2. Burn Buildings Cash Obligations and Availability as of January 31, 2010
3. FY2010 Burn Buildings Spending Plan
4. FY09 ATL
5. FY10 ATL

6. Burn Building Report

APPROVED