

VIRGINIA FIRE SERVICES BOARD
Administration, Policy and Finance
April 7, 2011

A regular meeting of the Committee on Administration, Policy and Finance was held at the Virginia Department of Fire Programs Headquarters in Glen Allen, VA at 2:00 pm. Mr. Brian Mullins served as chair.

COMMITTEE MEMBERS PRESENT

Brian Mullins – Committee Chair – Virginia Board of Housing & Community Development
Richard E. Burch Jr. – Full VFSB Chair – Virginia Fire Services Council
Kenneth J. Brown - Burn Building Subcommittee Chair – Virginia State Firefighter’s Association
Mike Armstrong – VA Chapter of International Society of Fire Service Instructors
Bill Kyger – Association of Counties
Amended – Temporary Appointment to Committee - Tom Moffett – Virginia Professional Firefighters Association

COMMITTEE MEMBERS ABSENT

Felix Sarfo-Kantanka Jr. – General Public
Elaine Gall – Virginia Fire Prevention Association

VFSB MEMBERS PRESENT

Edwin Smith –Virginia Fire Chiefs Association

AGENCY MEMBERS PRESENT

Billy Shelton	Don Hansen	David Jolly
Brook Pittinger	Christine Lopilato	Erin Rice
Matthew Smith	Angela Thompson	Russ Chandler
Tyhisha Pittman		

GUESTS PRESENT

Mike Matthews – The Structures Group (TSG) Michael Berg

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The Chair asked if there were any additions and/or corrections to the minutes from the February 2011 meeting. With no changes to the minutes from the February 24, 2011 meeting minutes were approved.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ROLL CALL

CHANGES IN AGENDA

Unfinished Business

- A. Charging/Reimbursement for Fire and EMS Studies
- B. Fire and EMS Study Update – County of Augusta
- C. Fire and EMS Study Process Improvement Recommendations

New Business:

- A. Rules of Procedure
- B. Fire and EMS Study Request – County of Washington

PUBLIC COMMENTS

There were no public comments.

REPORT BY THE VDFP LIAISON Director of Administration

Brook Pittinger provided the following report:

The VFIRS reports as of 3/31/11 were emailed to the Board members. A quick re-cap of the data contained in these reports, includes:

The 2010 VFIRS incident reporting from fire departments closed out on 3/11/2011 and below are some statistical highlights.

- More fire departments reported incidents in 2010 to VFIRS; **491** fire departments (**85%**) in 2010, compared to 482 (83%) in 2009. Based on each locality's VFIRS participation and census population, the departments that reported incidents for 2010 represent **96%** of Virginia's population.
- Total number of incident reports submitted by fire departments increased by 14,870 from 2009 to 2010; **694,807** total reports in 2010; compared to 679,937 total reports in 2009.
- Percent of invalid incidents decreased in 2010; **2,792** invalids (**0.40%**) in 2010, compared to 9,545 invalids (1.40%) in 2009. Invalid incidents are incidents that have critical errors.
- Rescue and EMS calls accounted for **66%** or two-thirds of the total incidents in Virginia in 2010; fires only made up **4%** of the calls.
- Total fire dollar loss decreased to **\$245 million** in 2010 from \$278 million in 2009.
- There were a total of **539** civilian fire-related casualties (Injuries - 471, Deaths - 68) and **423** fire service casualties (Injuries - 423, Deaths - 3) with all incident types.
- **Cooking** was the leading cause (32.5%) of all residential structure fires in 2010.

Incident Type Summary, Virginia, 2010

Incident Type	Total	Percent
Fires	28,235	4.3%
Rescue and EMS	430,695	65.6%
Hazardous Condition	30,319	4.6%
Service Calls	43,267	6.6%
Good Intent	63,103	9.6%
False Alarm	54,061	8.2%
Other Calls	6,436	1.0%
Total Incidents	656,116	100.0%
Aid Given (Mutual or Automatic)	38,244	
Fire Exposures	447	
Grand Total	694,807	

- **VFIRS Annual Report** - Data is currently being compiled for the 2010 VFIRS Annual Report. When the report is finalized and available, a press release will be sent out. The target release date is **April 18, 2011**.

2011 VFIRS Incident Reporting

- As of 03/31/2011, we have a total of **78,767** incident reports submitted to VFIRS for 2011 from fire departments in Virginia. January and February incidents are currently due.

Incident Type Summary, Virginia, 2011 (as of 03/31/2011)

Incident Type	Total	Percent
Fires	3,995	5.4%
Rescue and EMS	48,195	65.2%
All Other Calls	21,675	29.3%
Total Incidents	73,865	100.0%
Aid Given	4,835	
Fire Exposures	67	
Grand Total	78,767	

- Fires - **3,995** (5.4%); Rescue and EMS - **48,195** (65.2%); All Other Calls - **21,675** (29.3%)
 - Total Incidents - **73,865** (74K)
- Total Fire Dollar Loss - **\$34,645,173** (\$35 Million)
- Civilian Fire-Related Casualties - **99** (Injuries - 88, Deaths - 11)
- Fire Service Casualties (All Incident Types) - **85** (Injuries - 85, Deaths - 0)
- Top Three Causes with Residential Structure Fires - **Heating (28.7%)**, Cooking (24.0%), Unknown (25.5%)

Additional VFIRS Statistics/Reports are available on VDFP's website at:

http://www.vafire.com/fire_data_statistics/index.htm

Marketing & Communications:

- **Social Media:** VDFP's Facebook page has reached 2,500 fans and we are looking for ways to expand that number further and reach even more of Virginia's public safety community, as well as the general public. We are promoting the site at Conferences with promotional items, flyers, and the ability for conference attendees to become fans

of our Facebook page while they are visiting our booth. Flyers are also being provided to our Divisions to disseminate at events/schools in their areas.

- **2011 Memorial Service:** Planning for the 2011 Virginia Fallen Firefighters Memorial Service is progressing well. The date for next year's service is Saturday, June 4. We are now up to 7 firefighters to honor: Carl Persing of Dale City, Posey Dillon and Danny Altice of Rocky Mount, Hal Clark of Atlantic Volunteer Fire & Rescue Company, Timothy Pigg of Amherst VFD, William Obenchain of Roanoke, and Zygimantas Zalys of City of Manassas. Invitations were sent to the VGA and so far we have Senator William Stanley and Delegate Scott Lingamfelter indicating they plan to attend. Please help us promote the service through your contacts around the state and make this the biggest Memorial Service ever.
 - Colonial Heights Elementary School choir – will perform a 9/11 tribute song at the service. This song was written by the elementary school teacher and the song can be found on YouTube.
 - After Ceremony Reception – In the past, this has been funded by a generous donation from the Professional Firefighters organization. This year we are hoping that other fire service organizations would make a donation as well to help share the cost of the lunch.
 - Hotel Arrangements – The Agency has worked with the Marriot Spring Hill Suites and they have graciously provided seven (7) complimentary rooms for the families of the fallen firefighters being honored. Spring Hill Suites have also graciously provided reduced room rates for the additional family members attending the service.
 - Friday Night Reception for Families – The Memorial Service Committee is in the beginning phases of planning a reception for the families on Friday evening. The Reception will allow the Agency to brief the families on the ceremony and also provide an avenue for the Agency, Board and fire services to meet with the families before the ceremony on Saturday.
 - Police Escort to Raceway – The Memorial Service Committee is also working on a police escort to the raceway for the families the day of the ceremony, Saturday, June 4th.
 - Honoring of Fire Service K9s – This year's service will also include the honoring of Virginia's fire service K9s that have also made the ultimate sacrifice.
- **AFG FP&S Grant: They Agency has not yet received a response on our FP&S Grant.** We have submitted a Fire Prevention & Safety Grant requesting funding for 5,000 smoke alarms. If successful, we plan to target 20 high risk communities to receive 250 alarms each to conduct an installation and education campaign patterned after VDH's *Get Alarmed, Virginia!* program which is set to expire this year. We think we have put forward an excellent grant proposal and are keeping our fingers crossed that we will be able to report to you at a future Board meeting of a grant award.

Policy, Planning & Legislation:

- **Fire & EMS Studies Update:**

- **County of Middlesex** – the study presentation to the County’s Board of Supervisors on March 15th went very well and this study is closed out.
- **City of Manassas** - the study presentation to the City Council on March 21st also went well and the City County voted to adopt the recommendations made in the study. This study is also closed out.
- **County of Augusta**– a copy of the final study report has been sent to the Board for their review and approval at the April Board meeting. The Board of Supervisor’s presentation is scheduled for Monday, April 11th.
- **County of Northampton** – the Agency is coordinating the first teleconference with the County as well as the site visit.
- **County of King George** – the Agency is coordinating the first teleconference with the County as well as the site visit.
- **Inquiries on the Fire & EMS study process were submitted by Washington, Campbell & Amelia Counties as well as the City of Galax.**
- **2011 Virginia General Assembly Update:**
 - Brook will email the Board the final VGA legislative report after the veto session activities on April 6th are published.
 - **SB 772 Assault and battery; penalty when against fire marshals with police powers. Assault and battery; fire marshals; penalty.** Adds fire marshals who have police powers to the definition of law-enforcement officer in the assault and battery criminal provision, which means that the punishment for committing an assault and battery on such a person who is engaged in the performance of his public duties is elevated from a Class 1 misdemeanor to a Class 6 felony, with a six-month mandatory minimum term of confinement.
 - [03/22/11 Governor: Acts of Assembly Chapter text \(CHAP0374\) pdf](#)
 - **SB 762 Emergency vehicles; proceeding past red lights.** Provides that emergency vehicles proceeding past any steady or flashing red signals, traffic lights, stop signs, or other devices indicating moving traffic shall stop, must flash emergency lights and either (i) sound a siren, exhaust whistle, or air horn designed to give automatically intermittent signals or (ii) yield right-of-way or, if required for safety, bring the vehicle to a complete stop before proceeding with due regard to the safety of persons and property.
 - 03/26/11 Governor: Approved by Governor-Chapter 629 (effective 7/1/11)

The Committee and staff discussed updates to the Virginia Line of Duty Act.

Ken Brown commented on the changes to the federal Hero Act and the mandatory form required to designate beneficiary recipients. VDFP staff will distribute the new federal form through the agency’s website and Facebook.

Tom Moffett inquired as to why we did not have 100 percent participation in the Virginia Fire Incident Reporting System (VFIRS). Brook Pittinger commented that while VFIRS participation is voluntary, the Board's VFIRS Technology Grant has assisted in increasing participation. Twenty-five non-reporting fire departments were awarded a VFIRS Technology Grant in the last award cycle. Additionally, the Information and Statistics staff are continually going to conferences and holding trainings to spread the message of the reporting fire incident statistics. Bill Kyger stated that the Virginia Association of Counties (VACO) and Virginia Municipal League (VML) need to encourage their service providers to report, which will also enable the localities to have data for better decision-making.

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

Christine Lopilato provided the following report:

Budget Report

1. Statement of Cash – Interest Account as of February 28, 2011, **Enclosure 1**
2. Burn Buildings Cash Obligations and Availability as of February 28, 2011, **Enclosure 2**
3. FY2011 Burn Buildings Spending Plan, **Enclosure 3**

Grants and Local Aid Report

4. ATL
 - FY10 ATL (funding expires 6/30/2011), **Enclosure 4**
 - 99.8% of total FY10 funds disbursed
 - 98.5% of 324 localities (319 jurisdictions released)
 - FY2010 Forfeiture List (3 jurisdictions) as follows:
 - Town of Columbia
 - Town of Hillsboro
 - Town of Keller
 - FY11 ATL Allocations (funding expires 6/30/2012), **Enclosure 5**
 - 73.6% of total FY11 funds disbursed
 - 85.5% of 324 localities (277 jurisdictions released)
 - FY11 ATL allocations have been estimated based upon the June 2010 SCC Transfer, and will be adjusted to actual June 2011 SCC Transfer
 - Beginning FY11 (July 1, 2010), ATL allocations will be disbursed on a 90/10 distribution schedule.
 - DFP will still be disbursing on the quarterly schedule (Sep, Dec, Mar, Jun)
 - Qualifying jurisdictions will receive 90% of the estimated ATL allocation as an initial disbursement in quarters Sep, Dec, or Mar.
 - Qualifying jurisdictions that have received their initial 90% disbursement (in Sep, Dec, or Mar) will receive the remaining 10% ATL allocation in June 2011 adjusted for actual SCC Transfer.

- Jurisdictions that are eligible to receive their ATL allocation but have not previously received their 90% disbursement in Sep, Dec, or Mar will receive 100% ATL allocation in June 2011 adjusted for actual SCC Transfer.
 - 3Q10 disbursement released in mid-March 2011
 - 4Q10 disbursement scheduled by June 30, 2011
 - Second notification letters to potential forfeitures (3 listed above) will be sent out in April 2011
 - Final notification will be sent in early June in the Annual Packages

- 5. Burn Building Report, **Enclosure 6**
 - Summary – New Construction
 - Wise Town: Site survey completed; first meeting with engineer in 2/2011 with project slated to begin 4/2011.
 - Summary – Renovations/Repairs
 - Renovation/Repair Awards: most projects are in performance stage.
 - Goochland County: FFI and FFII minimum training standards project (acquisition of forcible entry simulator and sprinkler simulator) is complete and funds disbursed [in March 2011]; remaining grant funds balance of \$695 reverted.
 - Halifax County: FFI and FFII minimum training standards project (acquisition of forcible entry simulator) is complete and funds disbursed [in March 2011].
 - FFI & FFII Minimum Training Standards Projects: are set to expire 8/31/2011; VDFP has received no requests to date for no-cost time extensions.
 - The Notice of Award for the Architecture and Engineering Request for Proposal process has been issued. The Structures Group was awarded the term contract.
 - FFI & FFII Minimum Training Standards – Jurisdictions that are still deficient are noted below. Letters have been sent to the respective jurisdictions encouraging them to apply for Burn Building Grant Program funds to bring their buildings up to minimum FFI & FFII training standards, and advising that jurisdictions that do not bring their buildings up to the minimum FFI & FFII training standards will not receive certification for training conducted in those buildings on or after July 1, 2011.
 - Blackstone, Town – deficient in forcible entry simulator (no letter sent since Town has submitted an application for consideration that will be presented to the Burn Building Subcommittee with the July 1, 2011 deadline group of applications)
 - Hopewell, City – deficient in sprinkler simulator, forcible entry simulator, pitched roof, and vertical ventilation simulator (letter was further modified to encourage the City to have an Annual Inspection performed to identify all other deficiencies revealed including potential structural

and life safety issues before the VFSB and VDFP would consider additional financial investments in its burn building)

- Winchester, City – deficient in [lacking] two or more story in structure
- Lynchburg, City – deficient in forcible entry simulator (letter further modified to advise the City to apply for grant funding to meet FFI & FFII training standards in order for VDFP to further consider the City’s current application for grant funds for its Temperature Monitoring System (TMS) repairs)
- Lee County – deficient in sprinkler simulator, lacking two or more story structure, lacking cement apron, forcible entry simulator, pitched roof, and vertical ventilation simulator
- Coeburn, Town – deficient in sprinkler simulator, lacking two or more story structure, lacking cement apron, forcible entry simulator, pitched roof, and vertical ventilation simulator (letter further modified to advise that due to the substantial financial investment that would be required to bring the Town’s building up to minimum FFI and FFII training standards, the VFSB is encouraging the Town to partner with the Town of Wise to meet its training needs once Wise completes its new construction project. Due to the close proximity of the Town of Wise’s new construction burn building project, the VFSB will not be making additional financial investments in Coeburn’s burn building.)
- Wise, Town (existing building) – deficient in sprinkler simulator, lacking two or more story structure, lacking cement apron, forcible entry simulator, pitched roof, and vertical ventilation simulator (no letter sent since the Town has been awarded a new construction project grant)
- Gloucester County – deficient in sprinkler simulator and lacking a minimum of two burn rooms
- Covington, City – deficient in sprinkler simulator, lacking two or more story structure, forcible entry simulator, pitched roof, and vertical ventilation simulator
- Localities to make presentations:
 - No jurisdictions making presentations at this meeting

COMMENTS FROM THE BURN BUILDING SUBCOMMITTEE CHAIRMAN

The Burn Building Subcommittee Chair, Ken Brown, brought forward the below motions from the Burn Building Subcommittee meeting on March 3, 2011.

Topic: Fire Retardant Treated (FRT) Timber Issues

Motion: To task TSG to modify the Project Manual and Prototype specifications to reflect the discussions regarding acceptable combustible versus non-combustible materials in burn buildings.

Discussion: The Committee discussed with TSG and staff modifications to the Burn Building Project Manual and Prototype Specifications in regards to the use of combustible materials and Fire Retardant Treated (FRT) wood.

Ken Brown commented that concerns with existing buildings will be dealt with through the Board's upcoming Inspection Cycle, and these modifications are only for Burn Buildings New Construction Grant Applications.

Mike Matthews, TSG, provided an overview of the Subcommittee's consensus modifications and provided the updates to the Burn Building Project Manual and Prototype Specifications. Mike Matthews also noted that the modified Burn Building Project Manual and Prototype Specifications are based on the 2006 Uniform Statewide Building Code and will need to be further updated as Virginia has adopted the 2009 Uniform Statewide Building Code.

Below is a listing of the original consensus modifications that TSG was tasked with updating in the Burn Building Project Manual and Prototype Specifications.

- Prototype I, Class A or B Structural and Interior/Movable Props:
 - No use of combustible material (FRT or non-FRT) is permitted in Prototype I Class A or Class B burn buildings.
- Prototype II, Class A Structural Members:
 - FRT in roof sheathing is acceptable in Prototype II, Class A with the exception of the roof knockout where it can be combustible material and shall not be FRT material. Floor breach constructed of FRT and/or combustible material is not acceptable in Prototype II, Class A. Non-combustible material shall be either steel or concrete.
- Prototype II, Class A Interior/Movable Props:
 - No combustible material (FRT or non-FRT) shall be permitted in Class A buildings with the exception of the roof knockout or interior non-load bearing wall breach where it can be combustible material and shall not be FRT material. Wall breach shall not be in a burn room. Non-combustible material shall be either steel or concrete.
- Prototype II, Class B Structural Members:
 - FRT in roof sheathing is acceptable in Prototype II, Class B. Floor breach constructed of FRT is acceptable in Prototype II, Class B.
- Prototype II, Class B Interior/Movable Props:
 - FRT or steel construction is acceptable in Class B buildings. Wall breach shall not be in a burn room.

Vote: Unanimous

Action: To present to the Full Board

Topic: Burn Building Grant Applications - Town of Richlands New Construction Project

Motion: To approve the application for the new burn building to the Full Board for the Town of Richlands on the new sites, 1 & 2, presented.

Discussion:

- Town of Richlands – new Burn Building Grant application
 - a. Rhudy Keith and Ryan Richardson, presented on behalf of the Town of Richlands Burn Building Grant Application at the Subcommittee on March 3, 2011.
 - b. The Town of Richlands update was in regards to the location of the Burn Building on Town-owned property, instead of those listed in the initial application.
- Town of Chilhowie – Burn Building Grant application carried over from July 2010.
- Accomack County – Burn Building Grant application carried over from July 2010.

Brian Mullins and the Committee members commended the Town of Richlands for working diligently to secure a location and regional partners for their Burn Building.

Vote: Unanimous

Action: To present to the Full Board

Topic: Unfunded Burn Building Grant Applications

Motion: To formally reject the Town of Chilhowie and Accomack County New Burn Building Construction Grant Applications for Fiscal Year 2011.

Discussion: The Board and staff discussed the application process and application timeframes. There are two application cycles with postmarked deadlines of July 1 and January 1. Those postmarked by July 1 will be considered at the July Burn Building Subcommittee meeting. Those applications postmarked by January 1 will be considered at the January Burn Building Subcommittee meeting. If a burn building application is not funded at the July or January Burn Building Subcommittee meetings, it remains active until June 30 of the fiscal year or a formal Board rejection of the application.

The Committee motion was made in order to allow the Town of Chilhowie and Accomack County ample time to reapply for a New Burn Building Construction Grant Application in the FY2012 cycle.

Vote: Unanimous

Action: To present to the Full Board

COMMENTS FROM THE COMMITTEE CHAIRMAN

Brian Mullins commented that the State's budget has been finalized. Brian also commended the State Fire Marshals Office for their work and the Information and Statistics Office for their work and improvement of the VFIRS program and increasing participation. In addition, Brian commended The Structures Group on winning the Architecture & Engineering Contract, as well as, Christine Lopilato and staff for their work facilitating the process.

Ken Brown reminded the Committee that at the next Burn Building Subcommittee they will discuss those non-compliant burn buildings and how they will be handled going forward.

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE EDUCATION AND TRAINING

No financial issues reported from the Fire Education and Training Committee.

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE PREVENTION AND CONTROL

No financial issues reported from the Fire Prevention and Control Committee.

UNFINISHED BUSINESS

Topic: Charging/Reimbursement for Fire and EMS Studies

Motion: N/A

Discussion: Brook Pittinger reminded the Board of the opinion received from the Office of the Attorney General on charging for or collecting reimbursement for Fire and EMS Studies. Section 9.1-203 of the Code of Virginia does not explicitly specify the ability to collect reimbursement for the Fire and EMS Studies, thus it would take a legislative change giving statutory authority to the Board to do so.

Vote: N/A

Action: N/A

Topic: Fire and EMS Study Update – County of Augusta

Motion: To approve the Augusta County Study.

Discussion: The study report was sent to each VFSB member for their review and approval. Once approved, the study will be provided to the County Administrator, career Chief of Fire Rescue, Board of Supervisors, and Fire and Rescue Organizations.

The study team will present the report to the County and Board of Supervisors on April 11, 2011 at 7:00 pm.

Vote: Unanimous

Action: To present to the Full Board

Topic: Fire and EMS Study Process Improvement Recommendations, Enclosure 7

Motion: N/A

Discussion: Mike Armstrong provided an overview of the teleconference meeting to discuss process improvements for the Fire and EMS Studies, see **Enclosure 7**.

Mike Berg commented on the feedback he has received and commended the Board for a continued focus on quality Fire and EMS Study reports.

Richard Burch and Ken Brown commented on the importance of notifying the participating organizations of the report presentation date. The Committee requested that the initial letter to the locality state that it is the localities' responsibility to notify the participating organizations of the report presentation date. Staff will update the initial letter and include the presentation date, if known, when the final study goes out to the locality and the participating organizations.

Vote: N/A

Action: N/A

NEW BUSINESS

Topic: Rules of Procedure, Enclosure 8

Motion: To adopt the Rules of Procedures with the amendments presented.

Discussion: The Board's Rules of Procedure were updated by staff and reviewed by the Board's Chairman and Parliamentarian. The Committee reviewed the updates to the Rules of Procedure and provided updates to staff for incorporation and presentation to the Full Board.

Vote: unanimous

Action: To present to the Full Board

Topic: Fire and EMS Study Request – County of Washington, Enclosure 9

Motion: To approve request to conduct a Fire and EMS Study for Washington County.

Discussion: The County of Washington requested a Fire and EMS Study to look at: levels of service, staffing, governance, accountability, training, safety, operations, administration, and communications. The study committee composition will be determined at the Full Board Meeting.

Vote: unanimous

Action: To present to the Full Board

ADJOURNMENT

The Committee adjourned at 4:31 pm

Clerk of the Committee
Matthew C. Smith

REVIEWED BY:



Brook Pittinger
Branch Director of Administration

April 13, 2011
Date



Christine Lopilato
Branch Director of Finance

April 13, 2011
Date

Enclosures:

1. Statement of Cash – Interest Account as of February 28, 2011
2. Burn Buildings Cash Obligations and Availability as of February 28, 2011
3. FY2011 Burn Buildings Spending Plan
4. FY2010 Aid-To-Localities Payments
5. FY2011 Aid-To-Localities Allocations
6. Burn Building Project Summary FY2011
7. Fire and EMS Study Process Improvement Recommendations
8. Rules of Procedure Update
9. Washington County Request for a Fire and EMS Study