

VIRGINIA FIRE SERVICES BOARD
Administration, Policy and Finance
August 12, 2011

A regular meeting of the Committee on Administration, Policy and Finance was held at the Hampton Convention Center in Hampton, VA at 2:00 p.m. Mr. Michael Armstrong served as chair.

COMMITTEE MEMBERS PRESENT

Michael Armstrong – Committee Chair – VA Chapter of International Society of Fire Service Instructors

Kenneth J. Brown - Burn Building Subcommittee Chair – Virginia State Firefighter’s Association

Richard E. Burch Jr. – Virginia Fire Services Council

William Kyger – Association of Counties

Elaine Gall – Virginia Fire Prevention Association

Thomas Moffett – Virginia Professional Firefighters Association

Brian Mullins – Virginia Board of Housing & Community Development

COMMITTEE MEMBERS ABSENT

Felix Sarfo-Kantanka Jr. – General Public

VFSB MEMBERS PRESENT

Edwin Smith –Virginia Fire Chiefs Association

James Wheeler – Virginia Municipal League

AGENCY MEMBERS PRESENT

Billy Shelton

Don Hansen

David Jolly

Brook Pittinger

Christine Lopilato

Erin Rice

Matthew Smith

Angela Thompson

Russ Chandler

Steve Grainer

Melvin Byrne

GUESTS PRESENT

Greg Neiman – OEMS

David Layman

Robert Creecy

Jeff Flippo

J. David Barrick

David Creasy

Kevin Totten

Jason Loftus

Ed Taylor

John Prillman

C. Ray Pruitt

David Eagle

Robert Holloway Jr.

Walt Bailey

Frank Koninski

Eric Albert

Charlie Scott

Bob Woods

Charlie Singleton

Robert Green

William Poston

Kurt Kight

Monty Willaford

Billy Tucker

April Elmore

Dave Pulliam

Richard Harris

T.J. McAndrews

Spence Campbell

James Graham

Steve Cover

Sam Moore

Bill Mackay

Jeff Wise

Brad Owens

Brandon Proffitt

Pat Dent
Richard Miller

Steve Kopczynski
Pete Kirby

Caleb Wilson

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The Chair asked if there were any additions and/or corrections to the minutes from the June 2011 meeting. With no changes to the minutes from the June 3, 2011 meeting minutes were approved.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ROLL CALL

CHANGES IN AGENDA

Unfinished Business

- A. Aid To Localities (ATL) Policy and ATL Authorized Usage
- B. Fire and EMS Study Update – Northampton County

New Business:

- A. Request for Fire and EMS Study - Amelia County

PUBLIC COMMENTS

Larry Gwaltney thanked the Virginia Fire Services Board and the Committees for holding their meetings in conjunction with the Conference, which is celebrating their 125th Anniversary.

REPORT BY THE VDFP LIAISON Director of Administration

Brook Pittinger provided the following report:

The VFIRS reports as of 08/01/11 were emailed to the Board members. A quick re-cap of the data contained in these reports, includes:

2011 Needs Assessment

- **2011 Reporting** – The data collection process for the 2011 Needs Assessment report began on July 25th. In previous years, the assessment was sent to all departments with an FDID and the Agency would review/combine the duplicate responses. This year, however, the Agency sent the Needs Assessment report only to the Administrative Departments for the locality (where applicable). For localities with no central administrative department, the survey was sent to all departments within the locality and the Agency will review/combine the duplicate responses. Please encourage all departments to complete the assessment.

2011 VFIRS Incident Reporting

- **2011 Reporting Update** - As of 08/01/2011, we have a total of **315,183** incident reports submitted to VFIRS. Incidents for January - June are currently due. For 2011, we are targeting and sending reminders each month to fire departments with missing data.
- **2011 VFIRS Quality Control Audit** - The first quality control audit of incident data for 2011 was conducted in July. Fire departments were sent reports to review in PDF format of their errors to correct and were sent a reporting summary which showed if they had missing months. The audit was sent to fire departments by email and the deadline to respond is **August 12, 2011**.

Incident Summary, Virginia, 2011 (as of 08/01/2011)

Incident Type	Total	Percent
Fires	12,936	4.4%
Rescue and EMS	197,727	66.5%
Other Calls	86,595	29.1%
Total Incidents	297,258	100.0%
Aid Given (Mutual or Automatic)	17,710	
Fire Exposures	215	
Grand Total	315,183	

Dollar Loss	Total
Total Fire Dollar Loss	\$111,743,263

Casualties	Total
Civilian Fire Injuries	243
Civilian Fire Deaths	37
Fire Service Injuries	300
Fire Service Deaths	0

- Fires - **12,936** (4.4%); Rescue and EMS - **197,727** (66.5%); Other Calls - **86,595** (29.1%)
 - Total Incidents - **297,258** (297K)
- Total Fire Dollar Loss - **\$111,743,263** (\$112 Million)
- Civilian Fire-Related Casualties - **280** (Injuries - 243, Deaths - 37)
- Fire Service Casualties (All Incident Types) - **300** (Injuries - 300, Deaths - 0)
- Top Three Causes with Residential Structure Fires - Heating (19.3%), **Cooking (31.8%)**, Unknown (26.6%)

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

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

Marketing & Communications:

- **Conferences:** Marketing & VFIRS staff members are at the Agency's booth at the State Firefighter's Conference in Hampton. Exhibit hours are 1 pm – 6:30 pm on Thursday and 9 am -3 pm on Friday.
- **2011 Memorial Service:** Attendance at the 2011 service was an estimated 700, making it the best attended service ever. Lots of positive feedback from attendees, and especially families. Virginia Beach is working on the video and the Agency is working on a Photo CD that we will send copies to the families and departments once completed. Next year's service will be held on Saturday, June 2, 2012. Planning will resume around August/September. Unfortunately, we already have at least one firefighter to honor – David Palmer of Roanoke Fire-EMS.

- **Additional Deaths where the Claim has not yet been awarded or filed:**
 - According to DOA, claims for David Palmer of Roanoke and William Brady of Norfolk have also been filed, but not yet reviewed (they are in the system, but not approved yet).
 - DOA is also aware of James Blanchard, James City, but does not have the claim yet.
 - On Thursday, 8/4 in Alta Vista (Campbell CO). Jeff Cocke (pronounced Coke) died of a heart attack while on the operating table (no claim has been filed yet).
- **AFG FP&S Grant:** The has received initial word from FEMA that we have been approved for our FP&S Grant in the amount of \$98,500. We are awaiting the official award document. The funds, once received, will be used to conduct a smoke alarm installation and education project (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.
- **Fire & EMS Studies Update:**
 - **County of Northampton** – Erin Rice, VDFP, provided the Board with a briefing on the findings from the County of Northampton Fire & EMS study. The five (5) major themes identified in the study are: Communication; Organizational Development; Personnel; Training; and Budget. The Committee has finalized its report and we need a motion to release the study to the County.
 - **County of King George** – Erin Rice, VDFP, provided the Board with a briefing on the findings from the County Fire & EMS study. The Study team visited King George on July 18th and 19th. Based on the team members' notes, five (5) major themes were identified: Personnel; Organization/Operations; Communication; Training; and Budget. The committee will have the report finalized and ready for VFSB release at the October 2011 Board meeting.
 - **Washington County** – Matt Smith, VDFP, provided the Board with a briefing on the Washington County Fire & EMS study. The site visit for the County was on 8/2/11 to 8/4/11. The study team is currently putting their study notes together, but the initial findings are: Communications, Organization Development, Funding, and Training. The committee will have the report finalized and ready for VFSB release at the October 2011 Board meeting.
 - There have been no new inquiries on the Fire & EMS study process. Inquiries have been received by: Culpepper (provided info on the studies on 6/1), Campbell & Amelia Counties as well as the City of Galax.

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

Christine Lopilato provided the following report:

Budget Report

1. FY2011 Reporting
 - Budget versus Expenditures as of June 30, 2011, **Enclosure 1**

- Statement of Cash – Interest Account as of June 30, 2011, **Enclosure 2**
 - Transfer remaining cash balance to Training Mini Grant Program
- Burn Buildings Cash Obligations and Availability as of June 30, 2011, **Enclosure 3**
- FY2011 Burn Buildings Spending Plan
- 2. FY2012 Reporting
 - FY2012 Burn Buildings Spending Plan, **Enclosure 4**

Grants and Local Aid Report

- 3. FFY2010 Fire Prevention and Safety Grant Award
 - VDFP has received an award from FEMA for \$98,500 for a project designed to provide smoke alarms to high risk communities, similar to the Be Fire Safe Grant Program. VDFP staff are performing the grant project by the expiration date of 6/19/2012.
- 4. ATL
 - FY10 ATL Report – FINAL (funding expired 6/30/2011), **Enclosure 5**
 - 100.0% of total FY10 funds disbursed
 - FY11 ATL Report (funding expires 6/30/2012), **Enclosure 6**
 - 96.0% of total FY11 funds disbursed
 - 93.2% of 324 localities (302 jurisdictions released)
 - FY12 ATL Allocations (funding expires 6/30/2013)
 - FY12 ATL Allocations Listing, **Enclosure 7**
 - FY12 Jurisdictions at ATL Minimums Analysis Graphs, **Enclosure 8**
 - June 2011 SCC Transfer was \$ 29,632,145 which represents a 1.43% increase over June 2010 SCC Transfer
 - History of SCC Transfers to the Fire Programs Fund Data Table, **Enclosure 9**
 - History of SCC Transfers to the Fire Programs Fund Data Charts, **Enclosure 10**
 - FY12 ATL allocations have been estimated based upon the June 2011 SCC Transfer, and will be adjusted to actual June 2012 SCC Transfer
 - FY2012 ATL allocations will be disbursed on a 90/10 distribution schedule.
 - DFP will be disbursing on a 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 2012 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 2012 adjusted for actual SCC Transfer.

- Categorical Spending Analysis by Fiscal Year (as reported by recipient localities), **Enclosure 11**
 - 1Q12 disbursement scheduled by September 16, 2011
 - Annual Packages containing ATL, VFIRS, Training Mini materials were sent out in June. Annual Package also contained the revised ATL Policy effective July 1, 2011 and the ATL Agency Practices documents.
- Application Submission Reminders:
 - FY12 VFIRS Hardware Grant applications are due postmarked by August 31, 2011
 - FY12 Training Mini Grant applications are due postmarked by September 30, 2011
5. Burn Building Report, **Enclosure 12**
- Summary – New Construction
 - Wise Town: VDFP staff and TSG met with the jurisdiction and its engineer; this meeting was designed to provide face-to-face communication between engineers to facilitate compliance with the building specifications, and is required to be held 60 days prior to the jurisdiction’s submission of its valid building permit. Results of the meeting were that the Town needed to revise its building plans to meet the minimum Prototype I, Class A specifications, and resubmit. The jurisdiction has submitted its revised buildings plans, which are currently under review.
 - Richlands, Town: VDFP staff met with the Town for the New Orientation Meeting. The Town is beginning its RFP and planning process.
 - Summary – Renovations/Repairs
 - Renovation/Repair Awards:
 - Franklin City: FFI and FFII minimum training standards project (concrete apron and forcible entry simulator) is complete; documentation received and reviewed; project has been closed and funds disbursed totaling \$19,548 leaving \$5,752 to be de-obligated.
 - Harrisonburg City: FFI and FFII minimum training standards project (cement apron, pitched roof, vertical ventilation prop) for \$17,047
 1. Documentation received and reviewed; the City has constructed its sloped roof and vertical ventilation prop out of combustible products (wood); the prop will need to be removed and reconstructed with acceptable products; deficiencies will need to be resolved before project is closed and final funds disbursed. VDFP has sent the City a letter explaining the deficiencies and methods to remedy the deficiencies.
 2. The cost of the concrete apron has been approved by VDFP, and funds released totalling \$7,533.

3. The City is requesting a 60-day no cost time extension to remove the vertical ventilation and sloped roof prop to the ground adjacent to the burn building prop (outside of the 15' concrete apron). VDFP will be approving the 60-day time extension; new project expiration date is 10/31/2011.
- Emporia City: Temperature Monitoring System (TMS) project is complete; documentation received and reviewed; project has been closed and funds disbursed totaling \$3,153 leaving \$1,847 to be de-obligated.
 - FFI & FFII Minimum Training Standards Projects: all projects are in performance stage; set to expire 8/31/2011; VDFP has received the following requests for no-cost time extensions:
 1. City of Emporia is requesting a 90-day extension from its current expiration date of 08/31/2011; new project expiration date requested will be 11/30/2011. Concrete apron and sprinkler system projects have been complete; however, the City is waiting for the forcible entry simulator door, which is on a 3-month back-order.
 2. City of Galax is requesting a 90-day extension from its current expiration date of 08/31/2011; new project expiration date requested will be 11/30/2011. Installation of the vertical ventilation simulator will coincide with the installation of the forcible entry simulator door, which is on a 3-month back-order.
 - FFI & FFII Minimum Training Standards
 - Jurisdictions that have opted to not bring their buildings up to the minimum FFI & FFII training standards and have been advised that the VFSB will not make any additional financial investments in those buildings:
 - Hopewell City (waiver submitted)
 - Winchester City (waiver submitted)
 - Coeburn Town (former VFSB action)
 - Jurisdictions that are still deficient in meeting minimum FFI & FFII training standards:
 - Lee County (intent to submit an application by 1/1/2012 deadline)
 - Rockbridge County (overlooked in original solicitation, given until 8/31/2011 to respond)
 - Five-Year Burn Building Reviews – VDFP staff sent out initial notification letters to request participation in the review cycle. Jurisdictions had to elect to participate (or not participate) by returning an election form by 6/30/2011. TSG has been tasked to begin the building reviews, and will be contacting the jurisdictions directly to coordinate the site visit(s). The first 11 jurisdictions selected in the cycle are:

- 1) Blackstone Town
 - 2) Chesterfield County
 - 3) Danville City
 - 4) Halifax County
 - 5) Hanover County
 - 6) Henrico County
 - 7) Henry County
 - 8) Mecklenburg County (still waiting for Acceptance Form to be returned)
 - 9) Newport News City
 - 10) Richmond City
 - 11) Virginia Beach City
- 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 Subcommittee meeting on July 7, 2011.

Topic: TSG Deliverables: 2009 USBC/SFPC Update to Prototypes I and II

Motion: To adopt changes made by TSG to the Project Manual and Prototypes to reflect the code changes from 2006 to 2009. Changes will be effective immediately upon approval by the Full Board.

Discussion: The Prototype Specifications and the Project Manual were updated to the 2009 USBC and SFPC.

Vote: Unanimous

Action: To present to the Full Board

Topic: Burn Building Applications: New Construction, Repair and Renovation

Motion 1: To approve the Burn Building Grant application submitted by the Town of Blackstone

Discussion: Renovations/Repairs for FFI & FFII - Blackstone Town – total requested \$8,000.

- Forcible entry simulator = \$8,000

Vote: Unanimous

Action: To present to the Full Board

Motion 2: To approve the application from Lynchburg for a forcible entry prop. This approval is up to \$7,200.

Discussion: Renovations/Repairs for FFI & FFII - Lynchburg City – total requested \$7,200

- Forcible entry simulator = \$7,200

Vote: Unanimous

Action: To present to the Full Board

Motion 3: To approve Gloucester County's application for repair with the following amounts to not exceed: up to \$132, 700 for a Class B Burn Prop, up to \$3,063 for a sprinkler simulator, up to \$21, 051 for platform and stair, up to \$38,560 for 12' by 12' burn room with super padgenite liner, and up to \$5,000 in A/E costs for platform and stair; all costs quoted in Gloucester's application with total grant funds not to exceed \$200,374. Pursuant to certification from WHP for the second story burn room addition.

Discussion: Renovations/Repairs for FFI & FFII - Gloucester County – total requested \$218,374

- Second floor burn room (FFI & FFII), sprinkler simulator (FFI & FFII), external staircase = \$203,374
- Architect/Engineering (A/E) services of \$15,000

The Agency commented that the Agency has not received the WHP certification for the second story burn room addition.

Vote: Unanimous

Action: To present to the Full Board

Motion 4: To approve the Covington applications, up to \$10,500 for a vertical ventilation simulator, up to \$8,007 for a forcible entry simulator, up to \$125,000 for a second story addition and up to \$15,000 in A/E fees for the second story addition with one burn room. Total grant funds up to \$158,507 as stated in the Covington applications.

Discussion: Renovations/Repairs for FFI & FFII - Covington City – total requested between two (2) separate applications that should be combined as one \$143,507

- Vertical ventilation = \$10,500
- Forcible entry simulator = \$8,007
- Second story addition = \$125,000 – \$15,000 for A/E fees; reduction for only one room's worth of super padgenite tiles.

Vote: Unanimous

Action: To present to the Full Board

Motion 5: To deny the Accomack County application for New Burn Building Construction and provide a letter of possible options.

Discussion: New Construction – Accomack County - The Committee discussed the Subcommittee's discussion on Accomack's current burn building, utilization and recent reviews. Ken Brown expressed the desire for the denial letter to Accomack County to state the denial of funding for new burn building construction and that they can apply for a renovation grant through the Burn Building Program to renovate the structure to meet their training needs.

Vote: Unanimous

Action: To present to the Full Board

Topic: Extensions for the City of Galax and the Town of Emporia

Motion: To grant a 90-day no cost time extension for the purchase of forcible entry simulator for the localities of Galax and Emporia

Discussion: Angela Thompson explained that both the City of Galax and the Town of Emporia's forcible entry simulators are on back order.

Vote: Unanimous

Action: To present to the Full Board

COMMENTS FROM THE COMMITTEE CHAIRMAN

Michael Armstrong thanked everyone for coming to the meeting and discussing the agenda items with the Board and Agency.

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: Aid To Localities (ATL) Policy and Authorized Usage, Enclosure 13 and 14

Motion: To re-implement authorized use of ATL funds to include higher education college classes as previously in the ATL usage policy – Section 4.

Discussion: Christine Lopilato provided a presentation of the ATL Code section, the Board’s ATL policy, and a PowerPoint presentation; see **Enclosure 13**. In the presentation, Christine covered the recent history of the changes to the ATL monies and policies.

The Committee, staff and stakeholder discussed the ATL policy, specifically the following deleted section, “Costs associated with classes offered by accredited colleges and or universities for degree programs that are directly related to the achieving the performance standards promoted by the BOARD.”

Several stakeholders expressed concerns on the ATL policy change, specifically that “training” and “education” cannot be separated. Additionally, that there needs to be an ATL appeals process; that future ATL policy changes need to be publicized further in advance; and that changes not reduce local discretion. The Virginia Fire Services Council provided a written letter of response concerning the ATL policy change, see **Enclosure 14**.

Billy Shelton commented that there seems to be a common thread in that we need to meet as a team of stakeholders, the Board, and the Agency, and be part of the solution. Additionally, he challenged the stakeholders to bring examples of their interpretation to the next meeting and to remember that the Fire Service has evolved, yet our Code section has not.

Vote: Unanimous

Action: To present to the Full Board

Topic: Fire and EMS Study Update –Northampton County

Motion: To approve the Northampton County Study

Discussion: The study report was sent to each VFSB member for his or her review and approval. The study will be provided to the County Administrator, Board of Supervisors, and Fire and Rescue Organizations.

Ken Brown and the study team will present the report to the County and Board of Supervisors on a date yet to be determined.

Vote: Unanimous

Action: To present to the Full Board

NEW BUSINESS

Topic: Report from the Director of Finance

Motion: To accept the Director of Finance's report as presented and to send it to the Full Board meeting for presentation and final approval.

Discussion: In the interest of time, the Committee chose to accept the Director of Finance's report as presented.

Vote: Unanimous

Action: To present to the Full Board

Topic: Request for Fire and EMS Study –Amelia County, Enclosure 15

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

Discussion: The Committee approved Amelia County's request for a Fire and EMS Study. During the Full Board meeting, the Board will appoint a Study Chair and Vice-Chair. The Virginia Department of Fire Programs, Office of Emergency Medical Services, and the Department of Forestry will appoint study team members.

Vote: Unanimous

Action: Motion Carries

ADJOURNMENT

The Committee adjourned at 4:26 p.m.

Clerk of the Committee
Matthew C. Smith

REVIEWED BY:



Brook Pittinger

August 17, 2011

Date

Branch Director of Administration

Christine L Lopilato

Christine Lopilato
Branch Director of Finance

August 17, 2011

Date

Enclosures:

1. Budget vs. Expenditures for FY11
2. Statement of Cash – Interest Account
3. FY11 Burn Building Cash Obligation and Availability
4. FY12 Burn Building Spending Plan
5. FY10 ATL Payments
6. FY11 ATL Payments
7. FY12 ATL Allocations
8. FY12 ATL Minimum Analysis Graph
9. History of SCC Transfers to the Fire Programs Fund – Tables
10. History of SCC Transfers to the Fire Programs Fund – Charts
11. ATL Categorical Spending Analysis by FY
12. FY12 Burn Building Project Summary
13. Aid to Localities Common Usage Training and Presentation
14. Virginia Fire Services Council – ATL Policy Response Letter
15. County of Amelia Request Letter