

VIRGINIA FIRE SERVICES BOARD
Administration, Policy and Finance
October 6, 2011

A regular meeting of the Committee on Administration, Policy and Finance was held at the VDFP Headquarters in Glen Allen, VA at 10:30 a.m. Mr. James Armstrong served as chair.

COMMITTEE MEMBERS PRESENT

James Armstrong – Committee Chair – Virginia Chapter of International Society of Fire Service Instructors

Richard E. Burch Jr. – Virginia Fire Services Council

Elaine Gall – Virginia Fire Prevention Association

Thomas Moffett – Virginia Professional Firefighters Association

Felix Sarfo-Kantanka Jr. – General Public

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

COMMITTEE MEMBERS ABSENT

Brian Mullins – Virginia Board of Housing & Community Development

William Kyger – Association of Counties

VFSB MEMBERS PRESENT

James Wheeler – Virginia Municipal League

Michael Reilly – Virginia Chapter of International Association of Arson Investigators

James Wheeler – Virginia Municipal League

Robert Scott – Insurance Industry

AGENCY MEMBERS PRESENT

Brook Pittinger

Angela Thompson

David Jolly

Matthew Smith

Don Hansen

Erin Rice

GUESTS PRESENT

Charlie Singleton

Jeff Flippo

Michael Berg

Steve Cover

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ROLL CALL

CHANGES IN AGENDA

Consent Agenda

A. Approval Of The Minutes Of The Previous Meetings

B. Reports From The VDFP Liaison

i. Director of Administration

a). King George County Fire and EMS Study Report

- b). Washington County Fire and EMS Study Report
- ii. Director of Finance
- C. Report From The Burn Building Subcommittee

Unfinished Business

- A. No unfinished business

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

James Armstrong requested that Item 2) b) ii) under the Director of Finance's report be pulled from the consent agenda.

Topic: Consent Agenda

Motion: To approve the Consent Agenda, exception of the Grants Report 2) b) ii).

Discussion: All items under the Consent Agenda were approved with the exception of the Item 2) b) ii) under the Director of Finance's report related to the six-month No Cost Time Extension Request by Bristol.

Vote: Unanimous

Action: Motion Carries

Topic: Burn Building Renovation Project No-Cost Time Extension - City of Bristol, Enclosure 9

Motion: To approve the City of Bristol's request for a six-month No-Cost Time Extension on their Burn Building Renovation Project with a new Project Expiration Date as April 30, 2012.

Discussion: The City of Bristol has submitted a request for a six-month No-Cost Time Extension for their Burn Building Renovation Project due to delays explained in their letter, see **Enclosure 9**.

Vote: Unanimous

Action: To present to the Full Board

A. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The Chair asked if there were any additions and/or corrections to the minutes from the August 2011 meeting. With no changes to the minutes from the August 12, 2011 meeting minutes were approved.

B. REPORT FROM THE VDFP LIAISONS Director of Administration

Brook Pittinger provided the following report:

1) Topic: Fire & EMS Studies, Enclosures 1 and 2

Discussion: The fire & EMS studies for the Counties of King George and Washington have been completed.

- a. **County of King George, Enclosure 1** – The four (4) major themes identified were: Personnel; Organizational Development and Operations; Communication; and Training.
- b. **Washington County, Enclosure 2** – The four (4) major themes identified were: Communications; Organizational Development; Fire and Rescue Operations; and Training and Safety.
- c. **Amelia County** – The site visit is scheduled for October 17 & 18, 2011.

Motion 1: To release the Fire & EMS Study for the County of King George, pending finalization by the Study Committee.

Vote: Unanimous, as a part of the Consent Agenda Approval

Action: Motion Carries

Motion 2: To release the Fire & EMS Study for the County of Washington.

Vote: Unanimous, as a part of the Consent Agenda Approval

Action: Motion Carries

Director of Finance

Christine Lopilato provided the following report:

1) Budget Report

- a) FY2012 Financial Reporting
 - i) Statement of Cash – Interest Account as of August 31, 2011, **Enclosure 3**
 - ii) Burn Buildings Cash Obligations and Availability as of August 31, 2011, **Enclosure 4**
 - iii) FY2012 Burn Buildings Spending Plan, **Enclosure 5**

2) Grants & Local Aid Report

- a) Aid to Localities (ATL) Entitlement Program

- i) FY11 ATL Report, **Enclosure 6**
- ii) FY12 ATL Report, **Enclosure 7**

- b) Burn Building Grant Program
 - i) Burn Building Summary Report, **Enclosure 8**
 - ii) Burn Building Renovation Project No-Cost Time Extension – City of Bristol, **Enclosure 9**

C. REPORT FROM THE BURN BUILDING SUBCOMMITTEE

The Burn Building Subcommittee meeting has not met since the last Board meeting.

COMMENTS FROM THE COMMITTEE CHAIRMAN

James Armstrong had no comments for the Committee.

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE EDUCATION AND TRAINING

No financial issues reported from the Fire Education and Training Committee as the Committee is meeting after this Committee.

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE PREVENTION AND CONTROL

Topic: VFIRS Hardware Grant Applications, Enclosures 1, 2, and 3

Motion: To approve the applicants for VFIRS as selected by staff for a total of \$25,000.

Discussion: The Committee amended the motion and approved the applicants as selected by staff.

Vote: Unanimous

Action: To present to the Full Board

UNFINISHED BUSINESS

No unfinished business

NEW BUSINESS

No new business

ADJOURNMENT

The Committee adjourned at 10:49 a.m.

Clerk of the Committee
Matthew C. Smith

REVIEWED BY:

Brook M. Pittinger

Brook Pittinger
Branch Director of Administration

October 14, 2011

Date

Angela Thompson

Angela Thompson
Grants and Local Aid Manager

October 14, 2011

Date

Enclosures:

1. Preliminary King George County Fire and EMS Study Report – NOT FOR PUBLIC RELEASE
2. Washington County Fire and EMS Study Report
3. Statement of Cash – Interest Account as of August 31, 2011
4. Burn Building Cash Obligation and Availability as of August 31, 2011
5. FY2012 Burn Building Spending Plan
6. FY11 ATL Report
7. FY12 ATL Report
8. Burn Building Summary Report
9. Letter from the City of Bristol