

VIRGINIA FIRE SERVICES BOARD
Administration, Policy and Finance
December 1, 2011

A regular meeting of the Committee on Administration, Policy and Finance was held at the VDFP Headquarters in Glen Allen, VA at 2:00 p.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

Michael Reilly – *Interim FP&C Chair* – Virginia Chapter of International Association of Arson Investigators

Kenneth J. Brown – *Interim FE&T Chair* & Burn Building Subcommittee Chair – Virginia State Firefighter’s Association

William Kyger – Association of Counties

COMMITTEE MEMBERS ABSENT

Elaine Gall – Virginia Fire Prevention Association

Felix Sarfo-Kantanka Jr. – General Public

Thomas Moffett – Virginia Professional Firefighters Association

Brian Mullins – Virginia Board of Housing & Community Development

VFSB MEMBERS PRESENT

AGENCY MEMBERS PRESENT

Billy Shelton

Brook Pittinger

Matthew Smith

Don Hansen

GUESTS PRESENT

TJ McAndrews

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 Director of Finance
- C. Report From The Burn Building Subcommittee

Unfinished Business

- A. Aid-To-Locality (ATL) Policy Revisions

New Business:

- A. Condolence Letters
- B. Voting Procedures

PUBLIC COMMENTS

Brook Pittinger reminded the Board members that their Conflict of Interest filings are due to the Board Clerk by December 2, 2011. Further, Brook Pittinger reminder the Board members that they may have been notified about their biennial Conflict of Interest training and that they need to go onto the Agency's Knowledge Center to complete it.

Additionally, Brook Pittinger reminded Board members to promote and encourage nominations for the Governor's 2011 Virginia Fire Services Awards and that nomination forms can be found online, http://www.vafire.com/fire_chat/2011GovernorsFireServiceAwards.pdf.

Richard Burch commented that the Virginia Fire Chiefs Association has offered to hold a small social in the hotel this afternoon at 5:00 p.m.

T.J. McAndrews commented that he would like to see that Aid-To-Locality policy changes be enacted only after a one year notice of the changes.

CONSENT AGENDA

Richard Burch requested that Item B be pulled from the Consent Agenda.

Topic: Consent Agenda

Motion: To approve the Consent Agenda, with the exception of Item B.

Discussion: All items under the Consent Agenda were approved with the exception of the Item B) the Director of Finance's report.

Vote: Unanimous

Action: Motion Carries

Topic: Item B, Director of Finance Report

Motion: To approve the VDFP Director of Finance Report

Discussion: Richard Burch requested clarification on the unobligated amount under the Burn Building Fund. Staff noted that at this point there are funds available for at least two new burn buildings and reminded the Committee that the second application period closes on December 31, 2011 from which the Burn Building Subcommittee will review at their January meeting.

Vote: Unanimous

Action: Motion Carries

**REPORT FROM THE VDFP LIAISONS
Brook Pittinger, Director of Administration**

Brook Pittinger provided the following report:
The VFIRS reports were emailed to the Board members. A quick re-cap of the data contained in these reports, includes:

Virginia Fire Incident Reporting System (VFIRS)

- **2011 Reporting Update** - As of 11/18/2011, we have a total of **552,331** incident reports submitted to VFIRS. Incidents for January - October are currently due. For 2011, we are targeting and sending reminders each month to fire departments with missing data. Since the last VFSB Meeting in Oct, we have gained a total of **136,991** incident reports.
- **2011 VFIRS Quality Control Audit** - The second quality control audit of incident data for 2011 was completed in October. Fire departments were sent reports to review in PDF format of their errors to correct and were also 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 **Monday, November 28, 2011**.

Incident Summary, Virginia, 2011 (as of 11/18/2011)

Incident Type	Total	Percent
Fires	20,394	3.9%
Rescue and EMS	344,721	65.9%
Other Calls	157,603	30.2%
Total Incidents	522,718	100.0%
Aid Given (Mutual or Automatic)	29,297	
Fire Exposures	316	
Grand Total	552,331	

Dollar Loss	Total
Total Fire Dollar Loss	\$199,482,523

Casualties	Total
Civilian Fire Injuries	384
Civilian Fire Deaths	53
Fire Service Injuries	456

Fire Service Deaths	0
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- Fires - **20,394** (3.9%); Rescue and EMS - **344,721** (65.9%); Other Calls - **157,603** (30.2%)
 - Total Incidents - **522,718** (523K)
- Total Fire Dollar Loss - **\$199,482,523** (\$199 Million)
- Civilian Fire-Related Casualties - **437** (Injuries - 384, Deaths - 53)
- Fire Service Casualties (All Incident Types) - **456** (Injuries - 456, Deaths - 0)
- Top Three Causes with Residential Structure Fires - Heating (14.2%), **Cooking (34.0%)**, Unknown (28.4%)

Additional VFIRS Statistics/Reports are available on our Fire Data & Statistics webpage:

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

Needs Assessment

- The 2011 Virginia Fire Service Needs Assessment has officially ended and the overall survey response is **93%** (**327** Completed Surveys / Representing **593** / **639** Total Fire Departments). We reached our goal of exceeding the 89% survey response from last year.
- The 2011 Needs Assessment data will be compiled and the final report will be available in January in time for the 2012 Virginia General Assembly.
- Participation Reports are also now available and are posted on our website.
http://www.vafire.com/fire_data_statistics/needs_assessment.html

VFIRS Training

- **VFIRS Instructors** - VFIRS training classes were conducted in Lee County in October, and in Tazewell County and Lexington in November. Training will be scheduled for Greene County and Highland County for December.

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

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

Marketing & Communications:

- **2011 Memorial Service:** Next year's service will be held on Saturday, June 2, 2012.
Firefighters to honor:
 - **Firefighter David Palmer** – Roanoke City – Date of Death: 06/10/2011 (Presumptive)
 - **Lt. William Brady** – Norfolk Fire Rescue – Date of Death: 12/2010 (Presumptive)
 - **Bobby Slayton** – Roanoke City – Date of Death:
 - **James Blanchard** – James City – Date of Death: (Presumptive)
 - **Firefighter Jeffery Alan Cocke** – Altavista Fire Department – Date of Death: 08/04/2011 (LODD)
 - **Firefighter Horace "Teddy" Pendergrass** – Fairfax County Fire Department – Date of Death: 10/22/2011 (LODD)

- **AFG FP&S Grant – Smoke Alarm Installation and Education Project:** The Agency has distributed the 5000 smoke detectors awarded under the FEMA FP&S Grant (\$98,500) to the localities listed below. The **Smoke Alarm Installation and Education Project** targeted 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 expired this year.

County/City	Division
Accomack County	5
Brunswick County	5
Buchanan County	4
Charles City County	1
Craig County	6
Halifax County	3
King and Queen County	1
Lunenburg County	3
Mathews County	5
Mecklenburg County	3
Middlesex County	5
Nelson County	3
Pittsylvania County	6
Rappahannock County	2
Southampton County	5
Tazewell County	4
Danville	6
Franklin	5
Galax	4
Martinsville	6
Norton	4
Petersburg	1

- **Fire & EMS Studies Update:**
 - **Amelia County** – The site visit on 11/6 and 11/7 went very well. The study committee is finalizing their study notes and will have the finalized study for the VFSB to release at the February meeting.
 - **New Kent County** – The Agency received a (phone call) inquiry on the study process from the New Kent County fire chief.
- Michael Reilly commented that as a department that experienced a line of duty death, he cannot express his appreciation enough for the letters of condolence from the Board and Agency as well as support and attendance from across the Commonwealth of Virginia.

COMMENTS FROM THE COMMITTEE CHAIRMAN

James Armstrong commented that this is the last meeting of 2011 and thanked the Board and Agency for all their hard work throughout the year.

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

Topic: Code Development Memoranda of Agreement (BHCD/VFSB)

Motion: To have staff and the Chair of Codes and Standards Committee to develop a public hearing procedure for the two Boards to adhere to for the development of the SFPC.

Discussion: Michael Reilly presented the discussion of the Fire Prevention and Control Committee and that the Committee discussed a desire to have a public hearing process similar to that of the International Code Council.

Vote: Unanimous

Action: To present to the Full Board

Topic: Codes and Standards Subcommittee Composition

Motion: To accept the nominations from the Codes and Standards Subcommittee Chair and appoint those members to the Codes and Standards Subcommittee.

Discussion: Below is the list of nominations submitted by the Codes and Standards Subcommittee.

<u>Name</u>	<u>Employer or Representing</u>	<u>Notes</u>
James R. Dawson	Chesterfield County	Subcommittee Chairman Fire Services Board FPC Committee Chair
Elaine Gall	University of Virginia	
Ed Altizer	State Fire Marshal's Office	
Charles A. Gregory	Chesterfield County	
George Hollingsworth	Fairfax County	
Andrew Milliken	Stafford County	
Dave Thomas	Fairfax County	Will be transitioning off in June with retirement
Chris Slemp	Hanover County	
Gary D. Huffman	Roanoke County	
James Istvan	Fairfax County	
Maurice Wilson	City of Hampton	

Vote: Unanimous

Action: To present to the Full Board

UNFINISHED BUSINESS

Topic: Aid-To-Locality (ATL) Policy Revision, Enclosure 1

Motion: To approve the draft ATL policy as amended, as follows: All Board members shall be copied on denial correspondence.

Discussion: Brook Pittinger commented that the intention of the business item was to allow the Board the opportunity to review and ensure that there are no unintended consequences based on the Board's changes.

Richard Burch and William Kyger commented that their request to have Board members copied on denial letters for ATL was not in the policy. This request, however, is captured in this motion.

Vote: Unanimous

Action: To present to the Full Board

NEW BUSINESS

Topic: Condolence Letters

Motion: N/A

Discussion: Richard Burch commented that he and Billy Shelton had talked and would like to see that there be a joint Board and Agency condolence letter for line of duty deaths. Further, the Board would like to ensure that they receive notification of all line of duty deaths.

Vote: N/A

Action: N/A

Topic: Voting Procedures

Motion: N/A

Discussion: Richard Burch commented that he had discussed with Billy Shelton the voting procedures and that motions were not official until the Committee or Board approved the minutes (at the subsequent meeting).

William Kyger commented that parliamentary rules as set forth by Robert's Rules of Order states that motions are not final until the minutes are approved. For the Board's motion/action to be effective immediately or prior to the meeting minutes approval, the motion must contain an effective date clause, e.g. effective on MM/DD/YYYY.

Richard Burch asked for clarification regarding the approval of the Training Mini-Grants. VDFP staff advised the Board that although the Training Mini-Grants motion was approved today, they would not be fully effective until the February meeting when the December Board minutes are approved.

Vote: N/A

Action: N/A

ADJOURNMENT

The Committee adjourned at 2:53 p.m.

Clerk of the Committee
Matthew C. Smith

REVIEWED BY:



Brook Pittinger
Branch Director of Administration

December 7, 2011

Date

Enclosures:

1. ATL Policy Revision