

VIRGINIA FIRE SERVICES BOARD
Administration, Policy and Finance
August 13, 2010

A regular meeting of the Committee on Administration, Policy and Finance was held at the Hampton Convention Center in Hampton, 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
Elaine Gall – Virginia Fire Prevention Association

COMMITTEE MEMBERS ABSENT

Felix Sarfo-Kantanka, Jr. – General Public
Bill Kyger – Association of Counties

VFSB MEMBERS PRESENT

Joe Wilson	Ed Altizer	Robert Scott
Mike Reilly		

AGENCY MEMBERS PRESENT

Billy Shelton	Christine Lopilato	Russ Chandler
Brook Pittinger	Mark Buff	
Matthew Smith	Erin Rice	

GUESTS PRESENT

Kurt Kight	Gary Yew	Doug Walker
Billy Streett		

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 2010 meeting. With no changes to the minutes the June 4, 2010 meeting minutes were approved.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ROLL CALL

CHANGES IN AGENDA

Unfinished Business

- A. VFSB Lifetime Achievement Awards Criteria

New Business:

- A. Request for Fire & EMS Study – City of Manassas
- B. Request for Fire & EMS Study – County of Middlesex

PUBLIC COMMENTS

There were no public comments.

REPORT BY THE VDFP LIAISON Director of Administration

Brook Pittinger provided the following report:

Virginia Fire Incident Reporting System (VFIRS):

- VFIRS Audit for 2009 data was conducted and completed during June and July 2010. The 2009 finalized VFIRS data is available on the Agency's website.
- The 2010 Needs Assessment collection is scheduled to start in August. The Agency's Data & Statistics Manager will be at the VDFP booth prompting the participation in the 2010 Needs Assessment.

Preliminary 2010 Incident Summary (as of 07/28/2010)

- Fires - **12,284** (4.4%); EMS - **184,946** (65.9%); Other Calls - **83,500** (29.7%)
 - Total Incidents - **280,730**
- Aid Given (Mutual/Automatic) - **15,314**; Fire Exposures - **191**
 - Grand Total - **296,235**
- Total Fire Dollar Loss - **\$123,960,530** (\$124 Million)
- Civilian Fire-Related Casualties - **257** (Injuries - 224, Deaths - 33)
- Fire Service Casualties (All Incident Types) - **181** (Injuries - 181, Deaths - 0)
- Top Three Causes with Residential Structure Fire Causes - Heating (21.1%), **Cooking (29.4%)**, Unknown (27.5%)
- VFIRS reports are available on VDFP's website at www.vafire.com.

Marketing & Communications:

- **Facebook:** VDFP launched its own Facebook page recently. It has already grown to approximately 1700 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 will be promoting the site at the VSFA Conference 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.

- **New Exhibits:** We recently purchased new tabletop displays for each of the 7 divisions, along with table throws featuring the VDFP logo. A new large display was also purchased, featuring all new graphics. The new exhibit will be on display at the VSFA Conference. Plans for FY11 include the purchase of retractable banner stands and alternate graphic panels for the tabletop displays.
- **New A/V Equipment:** The Marketing and Communications Section is initiating the purchase of two High Definition camcorders for the agency. Once procured, the camcorders will be used to capture agency events, training, produce safety videos, etc. Coupled with Adobe Premiere editing software we will have the ability to create and post our own content to the website, as well as YouTube.
- **Annual Report:** The agency's Annual Report is being compiled and will be out sometime in August. Due to the ongoing state restrictions on printing, the Annual Report will only be available online.
- **New Agency Brochure:** An exemption from the printing restrictions was granted to enable the agency to produce a new agency brochure. It has been almost 3 years since that last agency brochure and many changes have occurred such as the move of SFMO. The anticipated completion date for the new agency brochure is October.
- **2011 Memorial Service:** Planning for the 2011 Virginia Fallen Firefighters Memorial Service will begin soon. The date for next year's service is Saturday, June 4. Currently, we have 3 firefighters to honor: Carl Persing of Dale City, Posey Dillon of Rocky Mount, and Danny Altice of Rocky Mount.

Policy, Planning & Legislation:

- County of Spotsylvania Fire & EMS Study – the study committee will conduct their site visit on Wednesday, September 8th to Friday, September 10th. This study will be different than the past few studies conducted by the Board, as the County of Spotsylvania has been implementing recommendations from their Fire & EMS Commission over the past few months.
- The Agency has also been contacted by the City of Manassas and Middlesex County both expressing interest in having the VFSB conduct a Fire & EMS study for their locality.
- The Agency has submitted four legislative proposals to the Secretary of Public Safety for the 2011 Virginia General Assembly session. The Agency will provide the Board additional information on the legislative proposals if they are fully approved.

REPORT BY THE VDFP LIAISON Director of Finance

Christine Lopilato provided the following report:

Budget Report

- FY2010 Reporting
 - Budget versus Expenditures as of June 30, 2010 - Enclosure 1
 - Statement of Cash – Interest Account as of June 30, 2010 - Enclosure 2
 - Burn Buildings Cash Obligations and Availability as of June 30, 2010 - Enclosure 3
 - FY2010 Burn Buildings Spending Plan - Enclosure 4
- FY2011 Reporting
 - FY2011 Burn Buildings Spending Plan - Enclosure 5
- Mobile Burn Building Project Update
 - Mobile burn building units 1 and 2 have been certified at 50% completion; first and second installment disbursements made; expected delivery dates of September and November 2010 respectively
 - Mobile burn building unit 3 has been certified at 25% completed; expected delivery date of December 2010

Grants and Local Aid Report

- ATL
 - FY09 ATL (funding expires 6/30/2010) - Enclosure 6
 - 100% of total FY09 funds disbursed
 - 100% of 324 localities

The committee asked for clarification regarding the ATL calculations once the 2010 Census data is released.

The Agency advised the committee that once the 2010 Census data is completed and released by the Federal government, the Department of Accounts will validate and post the data. VDFP staff anticipates that the 2010 US Census data will become effective July 1, 2011 for FY2012.

- FY10 ATL (funding expires 6/30/2011) - Enclosure 7
 - 96.1% of total FY10 funds disbursed
 - 90.7% of 324 localities (294 jurisdictions released)
- FY11 ATL Allocations (funding expires 6/30/2012) - Enclosure 8
 - FY11 ATL Allocations Listing
 - June 2010 SCC Transfer was \$29,215,323 which represents a 2.71% increase over June 2009 SCC Transfer
 - 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.
- 1Q11 disbursement scheduled for September 17, 2010
- Application Submission Reminders:
 - FY11 VFIRS Hardware Grant applications are due postmarked by August 31, 2010
 - FY11 Training Mini Grant applications are due postmarked by September 30, 2010
- FY2011 Conferences and Education Assistance Program
 - Total FY2011 funding available and awards made: \$50,000
 - 1st round of funding awards totaling \$35,000:
 - VA Fire Chiefs Assn (2011 Mid-Atlantic Expo and Symposium) - \$15,000
 - VA Fire Chiefs Foundation (Virginia Fire Officer Academy) - \$5,000
 - Arlington County (2010 Fire Service Equity/Diversity Conf) - \$5,000
 - International Assn of Arson Investigators (2011 Annual Fire & Arson School) - \$5,000
 - International Assn of Arson Investigators (2011 VA Chapter IAAI Spring Seminar) - \$5,000
 - 2nd round of funding awards totaling \$15,000:
 - VA Fire Prevention Assn (VFPA 2011 Spring Conference) - \$5,000
 - Virginia State Firefighter's Assn (124th Annual Conference/Expo) - \$5,000
 - Fairfax County Professional Fire & Rescue Officers Assn (8th Professional Development Seminar) - \$5,000
 - As of FY2012, there will be no additional funding for the Conference and Education Assistance Program.
 - The Conference and Education Assistance Program is funded from the VFSB's interest earnings account. According to Chapter 872 (2010

Caboose) and Chapter 874 (2011-2012 Biennium), interest earnings will be swept to balance the General Fund.

- Burn Building Report
 - Summary – New Construction - Enclosure 9
 - Montgomery County: Montgomery regretfully has forfeited its new construction grant award of \$430,000. Project scope bids came in to the County \$150,000 higher than the grant award. Due to local budgeting issues, the County is unable to supplement the grant award to move forward with the grant project. There is a pending VFSB action to de-obligate the funds.
 - Fauquier County: The Structures Group has provided final approval of construction documents on 3/23/2010. The locality was funded 7/1/2008 with an original project completion date of 6/30/2010; the locality has received one extension for the submission of a valid building permit and building plans of 12/31/2009 with no extension to the original project completion deadline of 6/30/2010. The VFSB approved a no-cost six-month time extension at April Board Meetings. The agency has received AIA forms to show the project completion at 83% and requesting 75% payment. The agency is in the process of completing the disbursement.
 - Summary – Renovations/Repairs
 - Shenandoah County: Shenandoah was unable to complete their project by the prescribed deadline of 6/30/10. A timeline of project status since inception has been provided. Shenandoah's request for a time extension was denied by the Burn Building Sub Committee and has been deferred to the Administration, Policy, and Finance Committee for discussion and final decision.
 - Shenandoah completed their project on July 31, 2010. Shenandoah's A/E inspection was completed on August 2, 2010. AIA 702 and AIA 703 were received by VDFP on August 3, 2010. VDFP staff completed the final inspection on August 5, 2010, which resulted in one deficiency concerning signage. The deficiency was corrected on August 9, 2010. Pending the VFSB's decision, VDFP staff (will)/(will not) disburse final funds to Shenandoah.
 - Shenandoah County Burn Building Project – Timeline of Project Progression - Enclosure 10
 - Harrisonburg City: Moving forward on acquisition of new temperature monitoring system.
 - Localities to make presentations:
 - Shenandoah County

- Renovation/Repair Applications Summary – received for consideration to bring existing burn buildings up to minimum FFI and FFII training standards - Enclosure 11
- Burn Building Policy revisions - Enclosure 12
 - Definition of “Grant Completion” (page 4)
 - New Grant Award Required Orientation Meeting (page 7)
 - New Grant Award Required Pre-Building Permit Submission Meeting (page 8)
 - New Grant Award Optional 1-Hour Teleconference (page 8)
 - Building Inspections Requirements – stricter VFSB interpretation (page 11)
 - The Chair, mentioned adding Cost (Penalty) Time Extensions to the discussion for the next Burn Building Sub Committee to enhance performance expectations.
- Mobile Burn Building Site Drawing (as prepared by TSG) – has been reviewed and accepted by VDFP staff. VFSB to review and discuss. See Enclosure 13, and referred to the Burn Building Sub Committee.

COMMENTS FROM THE BURN BUILDING SUBCOMMITTEE CHAIRMAN

The following motions were made at the Burn Building Subcommittee meeting held on Thursday, July 8, 2010.

Topic: Enhanced Training Facilities Renovation & Repair Budget Development

Motion 1: To approve the Burn Building request for the Town of Wise.

Motion 2: To allocate \$150,000 for the new 5-year term of the A&E contract to begin April 2011.

Motion 3: To recommend funding for all projects that submitted a repair or renovation grant request at the July 8, 2010 BBSC meeting, up to the estimates provided by TSG adjusted for Virginia cities, ensuring estimates received by the Agency meet specifications, excluding the requests from Coeburn and Bristol so additional evaluations can be conducted on their requests; also excluding the Halifax cooling structure.

Discussion:

It was noted that in July, the subcommittee will have to develop their budget plan; examine the burn building grant program; and also determine what the subcommittee should do to address the deficiencies detailed in the Burn Building Audit Report (Enclosure 5 – July 2010 Burn Building Subcommittee minutes).

Currently the Board's cash carry forward is \$2.6M, but the funding is obligated to burn building construction projects (Fauquier; Harrisonburg and Shenandoah); the mobile burn building procurement; the A&E contract for TSG; and renovation and repair projects. There is currently a reserve allotment of \$396,008 to be used for the current grant applications for renovations and repairs. The Board also has the \$975,000 burn building funding for FY11 that has not yet been obligated, and the anticipated de-obligation of the Montgomery County new construction project.

It was suggested by the subcommittee members that funding should be allocated for the mobile burn building pad project grant. The Agency was tasked by the Board to have TSG develop minimum specifications to accommodate the mobile burn building prop when the mobile burn building is utilized by a locality.

The following are budget recommendations to obligate a portion of the Board's \$1.4M un-obligated funds:

- \$430,000 – Town of Wise burn building; and
- \$150,000 – A&E Contract.

Vote 1: unanimous

Action 1: To present to the Full Board.

Vote 2: unanimous

Action 2: To present to the Full Board.

Vote 3: unanimous

Action 3: To present to the Full Board.

Topic: Burn Building Policy Revisions

Motion: To accept the policy revisions to the Burn Building policy as of the July 8, 2010 burn building subcommittee meeting, including the definition development of "grant completion".

Discussion:

The Burn Building policy is being revised based on the comments received during the BBSC workgroup meeting held in June 2010. Included in the policy revisions are the following items:

1. Two Meetings with VDFP;
2. Conference Call with VDFP & TSG; and

3. Inspection Criteria – annual requirement.

It was recommended that a definition of ‘complete’ is included in the burn building policy to cover the difference between ‘partially complete’ and ‘final completion’.

The Board has tasked VDFP to work with TSG to develop the definitions for:

- Substantially complete – all paperwork received; and
- Final completion – division chief has completed the inspection.

It was noted that what is currently defined in the policy is the time specified to complete the grant, which is located in the Term of the Grant (Section J) portion of the policy. The terms for grant completion will be added to the definitions portion of the policy.

Vote: unanimous

Action: To present to the Full Board.

Topic: Shenandoah County Project Deadline – Enclosure 10

Motion 1: To deny the Burn Building Subcommittee motion to deny a time extension to Shenandoah County for their burn building grant. To refer the topic to the Administration, Policy & Finance Committee at the August 2010 meeting.

Motion 2: To grant Shenandoah County a retroactive no cost time extension through August 31, 2010.

Discussion:

As of July 31, 2010 the Agency received the AIA certification of completion for the Shenandoah County burn building. The Agency has completed its inspection and all noted deficiencies were brought into compliance.

Vote 1: unanimous

Vote 2: unanimous

Action 1: BBSC Motion fails.

Action 2: To present to the Full Board.

Topic: Burn Building Applications – Enclosure 11

Motion 1: To accept the estimated allowance costs prepared by TSG, in TSG No: VA05256 dated July 2, 2010, and adjusted for Virginia cities. (Enclosure 2)

Motion 2: To prioritize the new construction burn building request, in the event funding becomes available, as follows: 1) Town of Wise; 2) Accomack County; 3) Town of Chilhowie and 4) to not fund the City of Harrisonburg's new construction request.

Discussion:

1. Town of Chilhowie – new construction request
2. Accomack County – new construction request
3. Town of Wise – new construction request
4. City of Harrisonburg – new construction & renovation
 - a. The renovation request for the existing building is to acquire a pitched roof, vertical ventilation, and a 15 foot concrete apron (i.e. pad) around the outside of the building. The County would prefer to not install the 15 foot pad around the outside of the building since they can only access 1 side with apparatus and would prefer to keep their current gravel base. The County is requesting the 15 foot pad to ensure their building does not lose training capabilities through the VFSB and VDFP requirements.
5. Goochland County – renovation
 - a. The repair request is for a forcible entry simulator prop and a sprinkler system simulator prop.
6. City of Newport News – repair
 - a. The repair request is for on-site forcible entry training capabilities.
7. Buckingham County – repair
 - a. The repair request is for an on-site forcible entry training capabilities
8. Franklin County – repair
 - a. The repair request is for on-site forcible entry training capabilities.
9. Halifax County – renovation
 - a. The renovation request is for on-site forcible entry training capabilities. The County is also seeking funding for on-site rehab and staging capabilities through the construction of a shelter site.
10. Northumberland County – renovation
 - a. The request is for sprinkler simulator prop and forcible entry prop.
11. City of Bristol – renovation
 - a. The renovation request is for an additional burn room on the second story. The burn room will have a propane burn prop.
12. Henrico County – repair
 - a. The renovation request is for on-site forcible entry training capabilities.
13. Spotsylvania County – renovation with A&E

- a. The renovation request is for the 15 foot concrete apron around the burn building.
- 14. Town of Coeburn – renovation
 - a. The repair request is for sprinkler simulator, second story to the structure, concrete apron, forcible entry, pitched roof, and vertical ventilation; however, the application did not specify exactly what the jurisdiction was requesting.
- 15. City of Franklin – renovation
 - a. The renovation request is for the 15 foot concrete apron around the burn building and a forcible entry simulator.
- 16. City of Galax – renovation with A&E
 - a. The renovation request is for a pitched roof and vertical ventilation simulator.
- 17. City of Emporia – renovation & repair
 - a. The request is for sprinkler simulator prop; forcible entry prop; and the concrete apron around the building.

Vote 1: unanimous

Action 1: To present to Full Board.

Vote 2: unanimous

Action 2: To present to the Full Board.

COMMENTS FROM THE COMMITTEE CHAIRMAN

Brian Mullins thanked the committee for the opportunity to be the Chair of the committee and for the opportunity to promote the positive work of Firefighters.

Rick Burch reminded Board Members of the Board Policy regarding the make-up of the Burn Building Sub Committee and the need for members to attend meetings.

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE EDUCATION AND TRAINING

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

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE PREVENTION AND CONTROL

There were no financial issues from the committee on Fire Prevention and Control.

Topic: VFIRS Hardware Grant Ranking Criteria Changes

Motion: To accept the revised VFIRS Criteria Ranking Scale beginning in FY 2011 as presented by VDFP staff.

Discussion: None

Vote: unanimous

Action: To present at the Full Board.

UNFINISHED BUSINESS

Topic: VFSB Life Time Achievement Award Criteria – Enclosure 14

Motion: Establish a Fire Service Board award known as the “Lifetime Achievement Award,” to be awarded at the discretion of the Virginia Fire Service Board.

Discussion:

The committee was given a copy of the draft Life Time Achievement Award Criteria. It was noted that this award is a fluid award that can be awarded continuously throughout the year as warranted.

It was noted that the Life Time Achievement Award would not be in conflict with the Governor’s Fire Service Awards.

Vote: unanimous

Action: To present at the Full Board.

Topic: De-obligation of Montgomery County Burn Building Funds

Motion: To de-obligate \$430,000 for Montgomery County Burn Building.

Discussion: None

Vote: unanimous

Action: To present to the Full Board

NEW BUSINESS

Topic: Request for Fire & EMS Study – City of Manassas - Enclosure 15

Motion: To accept the request for a Fire & EMS Study for the City of Manassas.

Discussion:

The City of Manassas has requested the Board conduct a Fire & EMS Study.

The following individuals will serve on the committee:

Ken Brown will serve as the Chair

Brian Mullins will serve as the Vice Chair

Matthew Smith – VDFP Liaison

Tom Berry – VDFP Liaison

Ken Pullen – OEMS Liaison

Vote: unanimous

Action: To present to the Full Board.

Topic: Request for Fire & EMS Study – County of Middlesex - Enclosure 16

Motion: To accept the request for a Fire & EMS Study for the County of Middlesex.

Discussion:

The County of Middlesex has requested the Board conduct a Fire & EMS Study.

The following individuals will serve on the committee:

Rick Burch will serve as the Chair

Ed Smith and Pete Talley will serve as the Vice Chair

Matthew Smith – VDFP Liaison

Melvin Byrne – VDFP Liaison

Wayne Berry – OEMS Liaison

Vote: unanimous

Action: To present to the Full Board.

Topic: Mid-Atlantic Conference and Symposium

Motion: To approve and provide funding up to \$915 for one Virginia Fire Services Board Member to attend the Mid-Atlantic Conference & Symposium.

Discussion:

The Secretary of Public Safety's Office has approved for one Board member to attend the Mid-Atlantic Conference & Symposium for up to \$915 in travel costs.

Vote: unanimous

Action: To present to the Full Board.

Topic: Gloucester County Burn Building

Motion: N/A

Discussion:

It was brought to the Committee's attention that the Gloucester County burn building has a wooden maze constructed on the third floor of their burn building.

The Committee requested that the TSG engineer inspect the building to determine if the maze creates a life safety issue.

The agency requested Ken Brown take pictures of the maze and forward them to the agency for review. It was noted that if thermal images of the heat build up are available, they should be captured and forward to the Agency as well.

Vote: N/A

Action: N/A

ADJOURNMENT

The Committee adjourned at 4:19 pm

Clerk of the Committee
Matthew C. Smith

REVIEWED BY:



Brook Pittinger
Branch Director of Administration

August 16, 2010
Date

Christine Y. Lopilato

Christine Lopilato
Branch Director of Finance

August 16, 2010

Date

Enclosures:

1. FY2010 Budget versus Expenditures
2. Statement of Cash – Interest Account
3. Burn Buildings Cash Obligations and Availability
4. FY2010 Burn Buildings Spending Plan
5. FY2011 Burn Buildings Spending Plan
6. FY09 ATL (funding expires 6/30/2010)
7. FY10 ATL (funding expires 6/30/2011)
8. FY11 ATL (funding expires 6/30/2012)
9. Burn Building Report
10. Shenandoah County Timeline
11. Burn Building Applications
12. VFSB Burn Building Policy
13. Mobile Burn Building Site Drawing
14. Lifetime Achievement Criteria
15. City of Manassas Fire & EMS Study Request
16. County of Middlesex Fire & EMS Study Request