

VIRGINIA FIRE SERVICES BOARD
Administration, Policy and Finance
October 7, 2010

A regular meeting of the Committee on Administration, Policy and Finance was held at the VDFP Headquarters in Glen Allen, VA at 2:00 pm. Mr. Rick Burch, Jr served as chair due to the absence of Brian Mullins.

COMMITTEE MEMBERS PRESENT

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

COMMITTEE MEMBERS ABSENT

Brian Mullins – Committee Chair – Virginia Board of Housing & Community Development

VFSB MEMBERS PRESENT

Mike Reilly – Virginia Chapter of the International Association of Arson Investigators
Tom Moffett – Virginia Professional Firefighters Association
Robert Scott – Insurance Industry Representation

AGENCY MEMBERS PRESENT

Billy Shelton	Christine Lopilato	Russ Chandler
Brook Pittinger	David Jolly	Mark Buff
Matthew Smith	Erin Rice	Tyhisha Pittman
Dwight Crews		

GUESTS PRESENT

Larry Gwaltney	Kurt Kight	Ed Rhodes
J.C. Bolling		

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 2010 meeting. With no changes to the minutes the August 13, 2010 meeting minutes were approved.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ROLL CALL

CHANGES IN AGENDA

Unfinished Business

- A. No unfinished business

New Business:

- A. Lifetime Achievement Award Nomination – Dave Diamantes
B. Request for Apparatus Study – County of Henry

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):

- The 2010 Needs Assessment collection began in August. As of 9/27/10, the overall survey response with the 2010 Needs Assessment is **59%**. (**256** Completed Surveys / Representing **318 / 637** Total Fire Departments)
 - **Survey Collection** - The 1st survey collection deadline was on Monday, Sept. 27th. The remaining fire departments will be contacted and the next survey deadline for completing responses will be 11/1/2010. The final cutoff deadline will be on 11/29/10.
- **VFIRS Reporting Status** - As of 9/27/10, we have a total of 419,601 incidents reported to VFIRS. 470 or 81% of fire departments are currently participating in VFIRS. Due to stressing the importance of timeliness with reporting, we currently have more incidents reported and are 1 1/2 months ahead of last year. We didn't reach 420,000 incidents until around 11/16 last year.
- **New Online Tools (DEBI)** - Fire departments were informed about the new online reporting tool called the Data Entry Browser Interface (DEBI). We have received positive feedback from fire departments using the website.
- **Fire Department Listings** - Fire department summary and contact listings were updated on 9/3/10 and are available on our website. Click on the 'Find Virginia Fire Depts' button on the main webpage.

2010 Incident Summary (as of 10/01/2010)

Incident Type Summary, Virginia, 2010

Incident Type	Total	Percent
Fires	17,591	4.4%

Rescue and EMS	264,021	65.6%
All Other Calls	120,694	30.0%
Total Incidents	402,306	100.0%
Aid Given	22,304	
Fire Exposures	269	
Grand Total	424,879	

- Fires - **17,591** (4.4%); EMS - **264,021** (65.6%); Other Calls - **120,694** (30.0%)
 - Total Incidents - **402,306** (402K)
- Aid Given (Mutual/Automatic) - **22,304**; Fire Exposures - **269**
 - Grand Total - **424,879** (425K)
- Total Fire Dollar Loss - **\$161,018,367** (\$161 Million)
- Civilian Fire-Related Casualties - **360** (Injuries - 318, Deaths - 42)
- Fire Service Casualties (All Incident Types) - **259** (Injuries - 259, Deaths - 0)
- Top Three Causes with Residential Structure Fire Causes - Heating (17.3%), **Cooking (31.1%)**, Unknown (27.8%)
- VFIRS reports are available on VDFP's website at www.vafire.com.

Marketing & Communications:

- **Social Media:** VDFP's Facebook page has surpassed 2,000 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.
- **Fire Prevention Week:** As we have done for the past two years, we once again took the NFPA theme for FPW (with NFPA permission) and customized a brochure for any Virginia fire department that was interested in having their own version. Additionally, we requested and received an official proclamation from Governor Bob McDonnell recognizing FPW in Virginia. The brochure and proclamation, as well as an accompanying press release are all available for viewing and downloading at our website
- **New A/V Equipment:** We have received two new Sony HD camcorders and are currently learning to operate the equipment. We attended the Commonwealth Public Safety Medal of Valor and Meritorious Service Medal ceremony in September at the State Capitol, filmed the entire ceremony, and uploaded the video to YouTube. Matt Smith attended an Open House at the Ashburn VFD on October 3 and filmed a sprinkler demo. As we become more proficient in the use of the camcorders, as well as editing the raw footage, we will be undertaking projects that will visually show what the Agency does. Three members of our staff are currently taking digital photography classes and learning how to make the most of our high end digital cameras.

- **Annual Report:** The agency's Annual Report was completed in August and is available for viewing and downloading at our website. Due to the ongoing state restrictions on printing, the Annual Report will only be available online.
- **Fire Safety Tip Sheets:** We are updating and revising the series of fire safety tip sheets that can be found on our website with an expected completion date in late October/early November.
- **Upcoming Conferences:** We will be attending and exhibiting at the HazMat Conference in Hampton in October and the EMS Symposium in Norfolk in November. Matt will be attending the first ever Fire Corps Advocate Summit in Arlington on November 5-6.
- **2011 Memorial Service:** Planning for the 2011 Virginia Fallen Firefighters Memorial Service is underway. The date for next year's service is Saturday, June 4. Currently, we have 4 firefighters to honor: Carl Persing of Dale City, Posey Dillon and Danny Altice of Rocky Mount, and Hal Clark of Atlantic Volunteer Fire & Rescue Company.

Policy, Planning & Legislation:

- **County of Spotsylvania Fire & EMS Study** – the study committee conducted a very busy and very successful site visit Wednesday, September 8th to Friday, September 10th. This study committee is currently writing the final report with the completion date prior to the December Board meeting (so that the study can be voted on at the December Board meeting).
- **City of Manassas Fire & EMS Study** – the first conference call was held on Monday, October 4th and the site visit is scheduled for November 7th and 8th.
- **Middlesex County Fire & EMS Study** – the first conference call is scheduled for Tuesday, October 12th. During the conference call the site visit dates will be selected and once determined, they will be forwarded to the Board members.

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

Christine Lopilato provided the following report:

Budget Report

- Statement of Cash – Interest Account as of August 31, 2010; Enclosure 1
- Burn Buildings Cash Obligations and Availability as of August 31, 2010; Enclosure 2
- FY2011 Burn Buildings Spending Plan; Enclosure 3
- Mobile Burn Building Project Update
 - Mobile burn building units 1 and 2 have been reported at 100% completion; however, Kidde has not certified by invoice beyond 50% completion

- Mobile burn building unit 3 has been reported at 100% completion; however, Kidde has not certified by invoice beyond 25% completed.
- VDFP Finance Branch has encouraged Kidde to submit certified documents with invoicing so VDFP may process payments up to 75% completion; final payment (25%) will not be released until final inspection is performed by VDFP in late October 2010 following Kidde installation and training.

Grants and Local Aid Report

- ATL
 - FY10 ATL (funding expires 6/30/2011) Enclosure 4
 - 98.3% of total FY10 funds disbursed
 - 93.2% of 324 localities (302 jurisdictions released)
 - FY2010 Forfeiture List (16 jurisdictions)
 - FY11 ATL Allocations (funding expires 6/30/2012) Enclosure 5
 - 58.1% of total FY11 funds disbursed
 - 60.8% of 324 localities (197 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.
 - 2Q10 disbursement scheduled for December 10, 2010
- Burn Building Report, Enclosure 6 and 7
 - Summary – New Construction
 - Fauquier County: The Burn Building construction is complete. Local walk through was conducted 8/30/2010, resulting in a punch list that is almost completely resolved. The site has passed

the final inspection by the County building official. Resolution of the one remaining punch list item is expected by 10/06/2010.

- Wise Town: Award letter has been distributed; waiting to schedule Orientation Meeting (due within 30 days of award notification)
- Summary – Renovations/Repairs
 - Shenandoah County: Project has been closed and funds disbursed.
 - Harrisonburg City: Moving forward on acquisition of new temperature monitoring system.
 - Renovation/Repair Award Letters were sent to the following recent awards:
 - Buckingham County – repair project for \$8,000
 - Emporia City – renovation project for \$32,500
 - Emporia City – repair project for \$5,000
 - Franklin City – renovation project for \$25,300
 - Franklin County – repair project for \$6,976
 - Galax City – renovation project for \$26,500
 - Goochland County – repair project for \$10,000
 - Halifax County – repair project for \$7,000
 - Harrisonburg City – renovation project for \$17,047
 - Henrico County – repair project for \$6,954
 - Newport News City – repair project for \$6,025
 - Northumberland County – renovation project for \$12,000
 - Spotsylvania County – renovation project for \$12,200
- Localities to make presentations:
- No jurisdictions making presentations at this meeting

COMMENTS FROM THE BURN BUILDING SUBCOMMITTEE CHAIRMAN

The following motions were made at the Burn Building Subcommittee meeting held on Thursday, September 9, 2010.

Topic: Proposed NFPA Guidelines for Inspection Schedules

Motion: To adopt the TSG Inspection Schedule dated 9.29.2009.

Discussion:

It was noted that the inspection schedule created by TSG for the Board is more stringent than the NFPA guidelines. The Board's policy on inspection schedules is more stringent because of the funding contributed by the Board to each localities building.

A copy of the inspection guidelines can be found at:

http://www.vafire.com/grants_local_aid/burn_building/Schedule%20of%20Burn%20Building%20Prop%20Inspections_100209.pdf

Vote: Denied unanimous

Action: Motion Fails. (This motion failed to pass the Committee as this is already included in the Board's Burn Building Policy by reference.)

Topic: City of Bristol Burn Building Application

Motion 1: To request that TSG complete a study to evaluate the cost of props in a Class B burn building.

Motion 2: To fund up to \$130,000 for a secondary prop in Class B burn buildings.

Motion 3: To fund the City of Bristol up to \$130,000 for a secondary prop in their class B burn building. Enclosure 8

Discussion:

The agency has an approximate cost for Class B props; however, it is requested that TSG conduct the cost analysis to provide an accurate reflection of the cost for Class B props throughout the Commonwealth of Virginia.

The agency expressed concern over the redundancy of setting a funding limit for secondary props,.

The City of Bristol submitted a renovation grant request for an additional burn room on the second story of their building (propane burn prop). The locality currently has a Drager (Class A prop) burn prop on the first floor and sought bids for the second prop from Drager as well. The cost from Drager is cited as \$119,110 for the engineering design, material purchase and manufacturing at their production facility. An additional \$90,840 was cited for installation.

Also included in Enclosure 8 (tab 2) from the City is a cost quote from Kidde Fire Trainers (Class B prop). The cost quoted by Kidde is \$129,400 for the propane fuelled live fire training system (includes shipping and installation costs); and \$3,000 for the Omit Smoke Generator; \$1,000 for the Omit Interchangeable Mockup; \$2,800 for the 1 year warranty; and \$8,000 for the rollover/flare-up effect.

It was noted that if fire bricks were necessary, the locality would like to amend their grant application to include the cost of the fire bricks for the second floor and if possible for the first floor as well. The subcommittee chair noted that any request for the fire bricks would need to be submitted under the \$10,000 repair grant managed by VDFP and will not be considered part of the current grant application, as it was not included in the original grant request.

The subcommittee members questioned whether the Drager and Kidde burn prop systems could be integrated into one another so that they can work together within the Bristol burn building.

The intent of Motion 1 is to have TSG review the cost of propane burn props for Class B burn buildings and determine the average costs. This study will be used by the Board to determine if the cost quotes provided by localities are on-par with industry averages.

Vote 1: unanimous

Vote 2: Denied unanimous

Vote 3: unanimous

Action 1: To present to the Full Board.

Action 2: Motion fails.

Action 3: To present to the Full Board.

Topic: Town of Coeburn Burn Building Application

Motion: To deny the Town of Coeburn burn building repair grant request.

Discussion:

The Town of Coeburn submitted a repair request for a 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 for each item.

It was noted that the building is only one-story and therefore not in compliance with the NFPA 1001 requirement(s).

The Agency will send a letter to the Town of Coeburn notifying them of the grant denial.

Vote: unanimous

Action: To present to the Full Board.

Topic: Burn Building Grant Applications for Repair and Renovations

Motion 1: To reopen the renovation/repair grant application process to allow those localities currently not in compliance with NFPA 1001 for the delivery of Firefighter I & II to reapply for the grant by the Board's policy.

Motion 2 as amended: To fund up to \$150,000 for the renovation/repair grants reapplication process.

Motion 3: To approve or deny each burn building grant application as received by the Board.

Discussion:

The subcommittee discussed whether the available funding for burn buildings should be used for current buildings that have known problems and grant applications submitted into the Board or if the funding should be reserved in the event new requests come forward.

The funding for motion 2 is from the forfeiture of the new construction burn building grant by Montgomery County. Concern was expressed by agency staff on reserving too much money for renovations/repairs that could result in unobligated funds at the end of the year. Staff would like the Board to consider a secondary burn building funding in order to avoid unobligated funds at year end since the Board has viable applications for consideration of funds.

The intent of motion 3 is to eliminate the process of 'holding' new construction grant applications until funding is available. The Board's justification for this was to ensure all grant applications are current and being applied for under the current policy. Agency staff expressed concern about having localities reapply during in the second cycle of the fiscal year. Localities already have to reapply at the beginning of each fiscal year, per the requirements of the Burn Building Policy. Rick Burch suggested that the agency communicate with the locality to ensure that they are still interested and have support in pursuing a Burn Building Grant.

Vote 1: unanimous

Vote 2: unanimous

Vote 3: Denied unanimous

Action 1: To present to the Full Board.

Action 2: To present to the Full Board.

Action 3: Motion fails.

COMMENTS FROM THE COMMITTEE CHAIRMAN

Rick Burch thanked everyone for their attendance and hard work.

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE EDUCATION AND TRAINING

There were no financial issues from the committee on Fire Education and Training. The committee did approve the EVOC and ARFF curriculum revisions, which will be voted on by the Full Board on Friday, October 8th.

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE PREVENTION AND CONTROL

Topic: VFIRS Hardware Applications Grant Recommendations, Enclosure 9

Motion: Accept VDFP Staff recommendations for VFIRS Grant awards.

Discussion: The Director of Finance presented the recommended VFIRS grants to the Committee.

Vote: Unanimous

Action: To present to the Full Board.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

Topic: Lifetime Achievement Award Nomination – Dave Diamantes

Motion: To accept the nomination of Dave Diamantes for the VFSB Lifetime Achievement Award.

Discussion: There was no discussion on this topic.

Vote: unanimous

Action: To present to the Full Board.

Topic: Request for Apparatus Study – County of Henry - Enclosure 10

Motion: N/A

Discussion:

The County of Henry requested the Board conduct an Apparatus Study.

The Committee noted that this is too specific of a study and it is not the Board's position to mandate how a locality manages its operational activities. The Fire and EMS Studies provide high level recommendations to localities and do not provide specific operational recommendations for the localities.

The Committee requested that the agency draft a response letter to the County.

Vote: N/A

Action: N/A.

Topic: Fire and EMS Studies

Motion: N/A

Discussion:

Tom Moffett suggested that the agency and board consider adjustments to the Fire and EMS Study process so that a standard policy can be developed that is all inclusive for the entire process.

It was noted by Agency staff that a standard template for each study was developed several years ago and is utilized for each Fire & EMS study.

The Committee requested that the Agency develop an outline of the study process and present it to the Board at the December meeting.

Billy Shelton informed the Committee that he recently received feedback from Campbell County on the Fire & EMS study conducted in their locality several

years ago. The County has recently implemented several of the recommendations and they have proven successful.

Vote: N/A

Action: N/A

ADJOURNMENT

The Committee adjourned at 4:04 pm

Clerk of the Committee
Matthew C. Smith

REVIEWED BY:



Brook Pittinger
Branch Director of Administration

October 7, 2010
Date



Christine Lopilato
Branch Director of Finance

October 7, 2010
Date

Enclosures:

1. Statement of Cash – Interest Account as of August 31, 2010
2. Burn Buildings Cash Obligations and Availability as of August 31, 2010
3. FY2011 Burn Buildings Spending Plan
4. FY10 ATL (funding expires 6/30/2011)
5. FY11 ATL Allocations (funding expires 6/30/2012)
6. Burn Building Project Summary – FY2011
7. Fauquier Burn Building Construction
8. Bristol Regional Burn Building Grant Application for Construction, Renovation or Repair
9. VFIRS Hardware Grant Application Recommendations
10. Request for Apparatus Study – County of Henry