

CHANGES IN AGENDA

Unfinished Business

New Business:

- A. VFSB Lifetime Achievement Awards Criteria
- B. Request for Fire & EMS Study – County of Spotsylvania

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 VFIRS section continues to work with fire departments on recording fire dollar loss.
- VFIRS reports are available on VDFP's website at www.vafire.com.

Marketing & Communications:

- LODD training class – In conjunction with the Memorial Service, we are hosting a Line of Duty Death training class on Friday, June 4 (the evening prior to the service) at the Chesterfield Fire Training Center. There are approximately 50 participants registered.
- Facebook & Twitter accounts have been established the Agency. We are working to finalize the two accounts and once finalized the links will be sent out to the Board and posted to our website.

Policy, Planning & Legislation:

- The Fallen Firefighter Memorial Service is Saturday, June 5th. The Service begins at 12 noon and will be in the Old Dominion Building at the Richmond International Raceway Complex.

REPORT BY THE VDFP LIAISON Director of Finance

The following information was reviewed by Christine Lopilato:

Budget Report

- Statement of Cash – Interest Account as of April 30, 2010 – Enclosure 1

Topic: Training Mini-Grant funding

Motion: To move the \$91,813 to fund the training mini-grant program.

Discussion:

It was noted that the funding for the Training Mini-grant program is from the Board's interest earnings. As a result of the interest earnings being swept from the Board, there will be no additional funding source for the Training Mini-grants program once the current funds are expended.

Vote: unanimous

Action: To present at the Full Board.

- Burn Buildings Cash Obligations and Availability as of April 30, 2010 – Enclosure 2
- FY2010 Burn Buildings Spending Plan – Enclosure 3
- Mobile Burn Building Project Update
 - Mobile burn building units 1 and 2 have been certified at 25% completion; first installment disbursement made; expected delivery dates of September and November 2010 respectively
 - Mobile burn building unit 3 is in process of being certified at 25% completed; expected delivery date of December 2010
- Conferences and Education Assistance Program for FY2011
 - VDFP staff received 5 applications, 2 of which were postmarked after the required deadline of 5/1/2010 (both from IAAI) and were initially disqualified. Due to a misunderstanding of the postmark deadline, IAAI's 2 applications have been reconsidered and will be funded from FY2011.
 - Below are the FY2011 recipients with respective funding amounts:
 - Virginia Fire Chiefs Association (2011 Mid-Atlantic Expo and Symposium) - \$15,000
 - Virginia Fire Chiefs Foundation (Virginia Fire Officer Academy) - \$5,000
 - Arlington County (2010 Fire Service Equity/Diversity Conference) - \$5,000
 - International Association of Arson Investigators (2011 Annual Fire and Arson School) - \$5,000
 - International Association of Arson Investigators (2011 VA Chapter IAAI Spring Seminar) - \$5,000
 - Total funds available for FY2011 - \$50,000
 - Total funds awarded to date for FY2011 - \$35,000
 - Due to the misunderstanding of the application deadline submission, VDFP is re-opening the FY2011 funding cycle.

- The second round of applications must be postmarked by Friday, June 25, 2010.
 - The remaining \$15,000 will be used to fund additional applications submitted for consideration.
- After the FY2011 awards are made, the Conferences and Education Assistance Program will no longer have available funding. 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. Therefore as of FY2012, there will be no additional funding for the Conference and Education Assistance Program.

Grants and Local Aid Report

- ATL
 - Annual Packages sent out June 2nd; annual packages include FY10 and FY11 ATL financial reporting documents, FY11 Training Mini Grant Applications, and FY11 VFIRS Hardware Grant Applications
 - 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
 - FY09 ATL (funding expires 6/30/2010) – Enclosure 4
 - 100% of total FY09 funds disbursed with the June 2010 disbursement
 - 100% of 324 localities (321 jurisdictions released)
 - FY10 ATL (funding expires 6/30/2011) – Enclosure 5
 - 89.0% of total FY10 funds disbursed
 - 84.0% of 324 localities (272 jurisdictions released)
 - 4Q10 disbursement scheduled for June 18, 2010
- Burn Building Report – Enclosure 6
 - Summary – New Construction
 - Franklin County: Project closed, payment released 5/19/2010.
 - Montgomery County (Enclosure 7): In the process of developing building plans. Project completion deadline is 6/30/2010. Locality submitted new building permit to VDFP by 12/31/09, which reflected the VFSB extended deadline. Building plans were due to VDFP by 12/31/2009 at the same time as the submission of the valid building permit; however, the locality failed to submit the building plans with the valid building permit. When the VFSB granted the 6-month extension of 12/31/2009 for submission of a valid building permit and building plans, it was made clear to the

locality that no further extensions would be made, and the project completion deadline would remain 6/30/2010.

- The locality has submitted a letter requesting a 6-month extension through 12/31/2010 for project completion. The County appeared at the Burn Building Sub Committee (BBSC) in May 2010. The BBSC discussed the County's project timeline; BBSC approved a 6-month no-cost extension through 12/31/10 with the understanding that this will be the last extension granted from the VFSB. If the County fails to complete this project including curing and final (successful) inspection, the County will be responsible for all expenses incurred to date as of 12/31/10.
- 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.
- Summary – Renovations/Repairs
 - Shenandoah County: Provided a valid building permit to DFP by 12/31/2009. Meetings held with contractors/subcontractors, and timelines for the project were set. Anticipated completion is the second week of June. Project deadline remains 6/30/2010.
- Localities to make presentations:
 - Montgomery County was encouraged by the BBSC to attend the June VFSB meetings to provide an update on their project status to support their request for a no-cost time extension.
- Burn Building Questionnaire Feedback:
 - As suggested from the Burn Building Questionnaires feedback, the burn building web pages have been updated to include revision dates next to the links.
 - VDFP staff will begin providing the Burn Building Checklist form to the jurisdictions at the beginning of the grant process rather than at the end for new construction projects. This will assist the jurisdictions in their understanding of what VDFP division chiefs will be looking for.
 - VDFP staff is considering modifying its agency practices to include an initial meeting with new construction grantees within 30 days of new grant awards to "introduce" grantees to the overall grant process.

- Burn Building Audit Report: At the request of the BBSC, letters have been sent to jurisdictions that were noted with deficiencies during the Burn Building Audit Project. Letters were mailed on 5/20/2010, encouraging jurisdictions to apply for renovations or repairs funds from the Burn Building Grant Program to bring their burn building up to minimum Firefighter I and Firefighter II training standards. The next application postmarked deadline for the Burn Building Grant Program is July 1, 2010; applications received by the postmark deadline will be presented to the BBSC at the July 8, 2010 meeting for consideration. Applications approved by the BBSC at the July meeting will be presented to the VFSB at the August 13-14, 2010 meetings.

COMMENTS FROM THE BURN BUILDING SUBCOMMITTEE CHAIRMAN

The following motions were made at the Burn Building Subcommittee meeting held on Thursday, May 13, 2010.

Topic: Enhanced Training Facilities

Motion: To create a reserve allotment for the remaining funds, \$396,008, in the Burn Building grant fund to support renovations/repairs to bring existing burn buildings identified in the VDFP Burn Building Audit Report up to minimum standards to deliver Fire Fighter I & II training.

Discussion:

At the January 2010 subcommittee meeting, Ken Brown requested that the subcommittee develop the concept of an enhanced training facility so that the Board can do the most good with the funds the Board has available. It was noted that an enhanced training facility would be the expansion on an existing facility and not the construction of a new facility.

The Agency provided the subcommittee with a report that documents the training capabilities of the training facilities within the Commonwealth of Virginia (Enclosure 5 in the BBSC Minutes).

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 in the BBSC Minutes).

It was noted that the subcommittee should consider allocating the reserve burn building grant funds, as of June 30, to address the deficiencies in the audit report.

Vote: unanimous

Action: To present the motion to the Full Board.

Topic: Montgomery County Time Extension

Motion: Approve an extension to Montgomery County for an additional 180 days to construct a burn building. This is a no cost time extension.

Discussion:

Montgomery County is requesting a time extension for the completion of their burn building. The County feels confident they will be able to complete their burn building if a time extension is granted.

Several of the subcommittee members expressed their concern with granting Montgomery County a no-cost time extension since the County has had the grant award since December 2005 and they are concerned with their ability to fulfill the grant requirements.

It was noted that Montgomery County will work with their general contractor to ensure they can meet the building requirements to ensure the building can be built within the time frame if an extension is granted by the Full Board during the June 5, 2010 meeting.

It was noted that the pre-bid conference for the building is June 8th and it was recommended that the County, if possible, move the bid meeting date to June 3rd so that the meeting occurs before the Board meeting on June 4th and 5th. The County was able to move up the pre-bid conference so that it occurred prior to the June 4th and 5th VFSB meetings.

Vote: 5 yeas and 1 nay

Action: To present the motion to the Full Board.

COMMENTS FROM THE COMMITTEE CHAIRMAN

The chair thanked everyone for their commitment to the Committee and their 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.

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE PREVENTION AND CONTROL

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

UNFINISHED BUSINESS

There was no unfinished business discussed.

NEW BUSINESS

Topic: VFSB Life Time Achievement Award Criteria – Enclosure 8

Motion: NA

Discussion:

The committee was given a copy of the draft Life Time Achievement Award Criteria. The full Board will review the criteria and further develop the policy.

Vote: NA

Action: NA

Topic: Request for Fire & EMS Study – County of Spotsylvania

Motion: To let the record show that the Board has received the request for a Fire & EMS Study for the County of Spotsylvania.

Discussion:

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

The Board Chair will appoint the Study Chair and Vice Chair during the Full Board meeting. The VDFP Liaison will be Erin Rice.

Vote: unanimous

Action: To present to the Full Board.

ADJOURNMENT

The Committee adjourned at 4:00 pm

Clerk of the Committee
Brook M. Pittinger

REVIEWED BY:

Brook M. Pittinger

Brook Pittinger
Branch Director of Administration

June 9, 2010
Date

Christine Lopilato

Christine Lopilato
Branch Director of Finance

June 9, 2010
Date

Enclosures:

1. Statement of Cash – Interest Account
2. Burn Buildings Cash Obligations and Availability
3. FY2010 Burn Buildings Spending Plan
4. FY09 ATL (funding expires 6/30/2010)
5. FY10 ATL (funding expires 6/30/2011)
6. Burn Building Report
7. Montgomery County Timeline
8. Lifetime Achievement Criteria