

VIRGINIA FIRE SERVICES BOARD
Administration, Policy and Finance
December 2, 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
Bill Kyger – Association of Counties

COMMITTEE MEMBERS ABSENT

Brian Mullins – Committee Chair – Virginia Board of Housing & Community Development
Felix Sarfo-Kantanka, Jr. – General Public

VFSB MEMBERS PRESENT

Michael Reilly – Virginia Chapter of the International Association of Arson Investigators

AGENCY MEMBERS PRESENT

Billy Shelton	Christine Lopilato	Mark Buff
Brook Pittinger	Erin Rice	David Jolly
Matthew Smith	Ed Altizer	Dwight Jones
Tyhisha Pittman		

GUESTS PRESENT

Kurt Kight

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The Chair asked if there were any additions and/or corrections to the minutes from the October 2010 meeting. With no changes to the minutes the October 7, 2010 meeting minutes were approved.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ROLL CALL

CHANGES IN AGENDA

Unfinished Business

- A. Fire & EMS Study Update – Spotsylvania County
- B. Lifetime Achievement Award

New Business:

- A. Overview of the Fire and EMS Study Process
- B. Request for Fire and EMS Study – Augusta County

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):

- As of 11/15/2010, we have a total of **507,749** incidents reported to VFIRS. **474** or **82%** 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 ½ months ahead of last year. We didn't reach 510,000 incidents until around 12/31 last year.

Incident Type Summary, Virginia, 2010 (as of 11/29/2010)

Incident Type	Total	Percent
Fires	21,129	4.4%
Rescue and EMS	316,729	65.8%
All Other Calls	143,308	29.8%
Total Incidents	481,166	100.0%
Aid Given	26,236	
Fire Exposures	347	
Grand Total	507,749	

- Fires - **21,129** (4.4%); EMS - **316,729** (65.8%); Other Fire Related Calls - **143,308** (29.8%)
 - Total Incidents - **481,166** (481K)
- Total Fire Dollar Loss - **\$186,764,762** (\$187 Million)
- Civilian Fire-Related Casualties - **420** (Injuries - 377, Deaths - 43)
- Fire Service Casualties (All Incident Types) - **315** (Injuries - 314, Deaths - 1)
- Top Three Causes with Residential Structure Fires - Heating (15.6%), **Cooking (32.9%)**, Unknown (27.5%)

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

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

Virginia Fire Service Needs Assessment

- The overall survey response with the 2010 Needs Assessment is **89%**. (The final data will be compiled in December and the report will be ready and available to members of the 2011 General Assembly in January.)

VFIRS Training

- VFIRS training classes were completed recently in Bath County on 9/29, in Amelia County on 11/7, and Wythe County on 11/10. Schools with instructors will be scheduled in Tazewell and Rockbridge Counties and will be conducted within the next month.
- A VFIRS Overview web-conference training session using GoTo Meeting was conducted on 11/3. A notice was sent to fire departments announcing that the training was available and we had a good response with the amount of people signing up. Participants expressed that they enjoyed the format for a training class. Another web-conference training class will be scheduled in December. There will be a monthly established schedule set in 2011 for the training.

Marketing & Communications:

- **Social Media:** VDFP's Facebook page has surpassed 2,200 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.
- **New A/V Equipment:** We have received two new Sony HD camcorders and are currently learning to operate the equipment. 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 recently completed digital photography classes and learned how to make the most of our high end digital cameras.
- **New Apparatus:** We have used the opportunity provided by our new apparatus to bring our new camcorders into action. So far, we have filmed ARFF training, the new Mobile Live Fire Trainers, and the VFMA Arson Investigation Trailers. We plan to mix this footage with footage of subject matter experts giving a walk through orientation of each piece of apparatus with the end goal of 5-10 minute informational videos on all the training assets currently in the Agency inventory.
- **Mobile Live Fire Trainer Photo Shoot:** We are coordinating with the Department of General Services to stage a photo shoot of the new Mobile Live Fire Trainer positioned at the Bank Street entrance to the Capitol Complex. The resulting photos will showcase the apparatus in the foreground with the State Capitol rising above it in the background. The anticipated shoot date is late November/early December.
- **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 of November/December.

- **Conferences:** We exhibited at the HazMat Conference in Hampton in October and the EMS Symposium in Norfolk in November. Both events were well attended, allowing us to interface with our customers. Matthew Smith attended the first ever Fire Corps State Advocate Summit in Arlington on November 5-6. The opportunity to interact with Fire Corps representative from other states and regions of the country will be beneficial to our efforts to enhance Virginia's Fire Corps program.
- **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 6 firefighters to honor: Carl Persing of Dale City, Posey Dillon and Danny Altice of Rocky Mount, Hal Clark of Atlantic Volunteer Fire & Rescue Company, Timothy Pigg of Amherst VFD, and William Obenchain of Roanoke. This number could increase as there are still some LODD claims being processed by DOA (The two firefighters pending are Claude Carr of Poquoson and Zygimantas Zalyis of City of Manassas). We have gained two new members on our memorial service committee. They are Gail New and Diane Hall, both spouses of fallen firefighters we have honored in past years. We are very excited about the unique perspective they bring to our planning efforts.
- Michael Reilly commented that the National Fallen Firefighter Memorial Weekend has been moved to Oct 14th – 16th, 2011.

Policy, Planning & Legislation:

- **BHCD/VFSB Meet & Greet** – the meeting between the two boards went really well and is a great opportunity for both Boards to meet and discuss pertinent topics.
- **Governor's Fire Service Awards** – nominations for the 2010 awards must be postmarked by December 31, 2010.
- **County of Spotsylvania Fire & EMS Study** – the study has been completed and needs to be voted upon by the VFSB for release to the County (item A under Unfinished Business). The report to County's Board of Supervisors is scheduled for December 14, 2010.

• **City of Manassas Fire & EMS Study:**

<u>Task</u>	<u>Dates</u>
Site Visit	November 7-8, 2010
Study Team Compiles Notes	1 Week
Study Notes due to VDFP Liaison	November 18, 2010
Post Visit Study Team Teleconference	November 29, 2010
Study Report Rough Draft	December 22, 2010
Review by Study Team	January 7, 2011
Study Report Final Draft	January 14, 2011
Review by Study Team	January 21, 2011
Final Study Report Presented to Board	February 24-25, 2011
Final Study Report Presented to Locality	March 2011

- **Middlesex County Fire & EMS Study :**

<u>Task</u>	<u>Dates</u>
Site Visit	November 15-16, 2010
Study Team Compiles Notes	1 Week
Study Notes due to VDFP Liaison	November 30, 2010
Post Visit Study Team Teleconference	December X, 2010
Study Report Rough Draft	January 7, 2011
Review by Study Team	January 14, 2011
Study Report Final Draft	January 21, 2011
Review by Study Team	January 28, 2011
Final Study Report Presented to Board	February 24-25, 2011
Final Study Report Presented to Locality	March 2011
- **County of Augusta Fire & EMS Study** – the Board has also received a request for a Fire & EMS study for the County of Augusta. The locality is requesting the Board examine 4 areas: personnel/staffing levels; organizational development; fire-rescue operations; and central purchasing.

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

Christine Lopilato provided the following report:

Budget Report

1. Statement of Cash – Interest Account as of October 31, 2010, **Enclosure 1**
2. Burn Buildings Cash Obligations and Availability as of October 31, 2010, **Enclosure 2**
3. FY2011 Burn Buildings Spending Plan, **Enclosure 3**
4. Mobile Burn Building Project Update
 - Mobile burn building units 1, 2, and 3 have been reported at 100% completion; final inspection by VDFP has been performed; units have been accepted.
 - VDFP Finance Branch is working with Kidde to receive certified documents with invoicing so VDFP may process final payments.

Grants and Local Aid Report

5. ATL
 - FY10 ATL (funding expires 6/30/2011), **Enclosure 4**
 - 99.7% of total FY10 funds disbursed
 - 97.5% of 324 localities (316 jurisdictions released)
 - FY2010 Forfeiture List (8 jurisdictions)
 - FY11 ATL Allocations (funding expires 6/30/2012), **Enclosure 5**
 - 68.6% of total FY11 funds disbursed
 - 78.7% of 324 localities (255 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

COMMENTS FROM THE BURN BUILDING SUBCOMMITTEE CHAIRMAN

The Burn Building Subcommittee meeting was cancelled for Thursday, November 4, 2010.

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

No financial issues reported from the Fire Education and Training Committee.

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE PREVENTION AND CONTROL

Topic: Training Mini Grant Application Recommendations, Enclosure 8

Motion: Accept from Staff as submitted the FY2011 Training Mini Grant Recommendations.

Discussion: The Director of Finance presented the recommended Training Mini Grants to the Committee as submitted in the Enclosure. Mike Reilly commended staff on the hard work of developing the recommendation list, as it is not an easy task.

Vote: Unanimous

Action: To present to the Full Board.

UNFINISHED BUSINESS

Topic: Fire & EMS Study Update – Spotsylvania County

Motion: To approve the County of Spotsylvania's Fire & EMS Study Report as submitted by the Study Team.

Discussion:

The study report was sent to each VFSB member for their review and approval. Once approved, the study will be provided to the County's Fire Chief, County Administrator, Board of Supervisors and Fire & Rescue Organizations.

Tom Moffett and the Study Team will make the presentation to the Board of Supervisors on December 14th.

Vote: Unanimous

Action: To present to the Full Board.

Topic: Lifetime Achievement Award

Motion: N/A

Discussion:

Ken Brown raised the question of when can we nominate persons for the Award. Nomination procedures are being developed and can be submitted at any time to the Board for consideration and approval.

Vote: N/A

Action: N/A

NEW BUSINESS

Topic: Overview of the Fire and EMS Study Process, Enclosure 9

Motion: N/A

Discussion:

Staff provided an overview presentation of the Fire and EMS Study process and answered questions. Staff also noted that this is an ongoing process and improvements are made as necessary.

Vote: N/A

Action: N/A.

Topic: Request for Fire and EMS Study – Augusta County, Enclosure 10

Motion: To accept the request for a Fire and EMS Study for the County of Augusta.

Discussion:

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

The following individuals will serve on the committee:
Mike Armstrong will serve as the Chair
Bill Kyger will serve as the Vice Chair
Matthew Smith – VDFP Liaison
Melvin Byrne – VDFP Liaison
Tim Estes – VDFP Liaison (shadowing to learn the process)
Michael Berg – OEMS Liaison
Rodger Moyer – DOF Liaison

Vote: unanimous

Action: To present to the Full Board.

ADJOURNMENT

The Committee adjourned at 3:36 pm

Clerk of the Committee
Matthew C. Smith

REVIEWED BY:



Brook Pittinger
Branch Director of Administration

December 2, 2010
Date



Christine Lopilato
Branch Director of Finance

December 2, 2010
Date

Enclosures:

1. Statement of Cash – Interest Account as of October 31, 2010
2. Burn Buildings Cash Obligations and Availability as of October 31, 2010
3. FY2011 Burn Buildings Spending Plan
4. FY2010 Aid-To-Localities Payments
5. FY2011 Aid-To-Localities Payments
6. Categorical Spending Analysis by Fiscal Year
7. Burn Building Project Summary FY2011
8. Training Mini Grant Application Recommendations
9. Presentation – Overview of the Fire and EMS Study Process
10. Augusta County Request for a Fire and EMS Study