

VIRGINIA FIRE SERVICES BOARD
Administration, Policy and Finance
February 24, 2011

A regular meeting of the Committee on Administration, Policy and Finance was held at the Virginia Beach Convention Center in Virginia Beach, 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

Ed Altizer –Virginia State Fire Marshal
Michael Reilly – Virginia Chapter of the International Association of Arson Investigators
Joe Wilson – Industry (SARA Title III & OSHA)
Ed Smith –Virginia Fire Chiefs Association
Tom Moffett – Virginia Professional Firefighters Association

AGENCY MEMBERS PRESENT

Billy Shelton	Don Hansen	David Jolly
Brook Pittinger	Christine Lopilato	
Matthew Smith	Angela Thompson	

GUESTS PRESENT

Jim Eicholtz	Michael Berg	Charlie Singleton
Larry Gwaltney	Jeff Flippo	Rodney Ferguson

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The Chair asked if there were any additions and/or corrections to the minutes from the December 2010 meeting. With no changes to the minutes from the December 2, 2010 meeting minutes were approved.

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ROLL CALL

CHANGES IN AGENDA

Unfinished Business

- A. Fire and EMS Study Update – County of Middlesex
- B. Fire and EMS Study Update – City of Manassas
- C. Fire and EMS Study Update – County of Augusta

New Business:

- A. Request for Fire and EMS Study – Northumberland County
- B. Request for Fire and EMS Study – King George 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 02/07/2011, we have a total of **673,553** incidents reported to VFIRS. **488** or **84%** of fire departments are currently participating in VFIRS. We anticipate closing out 2010 incident reporting on 3/5/2011.

Virginia 2010 Incident Type Summary (as of 02/07/2011)

- Fires - **27,330** (4.3%); Rescue and EMS - **418,636** (65.7%); All Other Calls - **190,835** (30.0%)
 - Total Incidents - **636,801** (637K)
- Total Fire Dollar Loss - **\$233,414,828** (\$233 Million)
- Civilian Fire-Related Casualties - **523** (Injuries - 458, Deaths - 65)
- Fire Service Casualties (All Incident Types) - **405** (Injuries - 404, Deaths - 1)
- Top Three Causes with Residential Structure Fires - Heating (17.0%), **Cooking (32.8%)**, Unknown (27.9%)

Virginia 2010 Detector Use Summary with Residential Structure Fires

Detector Use	Number	Percent	Civilian Injuries	Civilian Fatalities	Total Civilian Casualties
Detector Alerted	2,293	31.0%	128	8	136
Detector Did Not Alert	1,052	14.2%	29	0	29
Detector Failed	515	7.0%	43	5	48
Detector Present, But Operation Unknown	338	4.6%	31	10	41
No Detector Present	680	9.2%	56	11	67
Detector Unknown	2,521	34.1%	65	20	85
Total	7,399	100.0%	352	54	406

- Detectors were Present with **56.7%** of the Total Residential Structure Fires.
- Total Civilian Casualties when No Detector was Present - **67** (Injuries - 56, Deaths - 11)
- Carbon Monoxide Incident - **1,011** incidents
- Carbon Monoxide Detector Activation Due To Malfunction - **1,353** incidents
- Carbon Monoxide Detector Activation (No Carbon Monoxide Detected) - **902** incidents

Virginia Fire Service Needs Assessment

- The *2010 Virginia Fire Service Needs Assessment Report* has been distributed to members of the General Assembly and is now available on our website. Fire departments reported again this year that Personnel were the # 1 top needs with Virginia's fire service.
- The VDFP Division Chiefs were provided a copy of the training requirements cited in the *Needs Assessment Report* and will be utilizing these training needs to deliver tailored training to their localities. The Division Chiefs are also going to compare the FY12 training requests by localities to the training they stated was needed in the *Needs Assessment*.
- The *2010 Needs Assessment Report* is available at:
http://www.vafire.com/fire_data_statistics/needs_assessment/2010NeedsAssessmentReportFinal01032011.pdf

VFIRS Training

- VFIRS Overview web conference training sessions have been scheduled for 2011. Please see the monthly schedule below.

VFIRS Web Conference Training Schedule

Month	Date
January	1/19/2011
February	2/9/2011
March	3/9/2011
April	4/6/2011
May	5/4/2011
June	6/8/2011
July	7/13/2011
August	8/3/2011
September	9/14/2011
October	10/5/2011
November	11/2/2011
December	12/7/2011

- VFIRS training classes with instructors are currently scheduled in Tazewell and Rockbridge counties. Upcoming classes will be scheduled in Scott, Alleghany and Shenandoah counties and will be conducted within the next month.

Additional VFIRS Statistics/Reports are available on VDFP's website at:
http://www.vafire.com/fire_data_statistics/index.htm

Marketing & Communications:

- **Social Media:** VDFP's Facebook page has surpassed 2,400 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. We hope to top 2,500 before the conclusion of this weekend's conference
- **New Apparatus:** We are also continuing to capture video and photography of our new apparatus. We have an expanding library of still photos and plan to go out in the field to capture live training exercises featuring the new MARFFTS and Mobile Live Burn Trailers in the Spring.
- **Conferences:** In addition to this conference, we will be at the Virginia Emergency Management Association conference at the end of March. Matt will also be attending a Fire Corps Expo in Baltimore in July. Matt has now assumed the role of Fire Corps State Advocate for Virginia and will be working to further the program, as well as representing the state under the Citizen Corps umbrella.
- **2011 Memorial Service:** Planning for the 2011 Virginia Fallen Firefighters Memorial Service is progressing well. The date for next year's service is Saturday, June 4. We are now up to 7 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, William Obenchain of Roanoke, and Zygimantas Zalys of City of Manassas. Invitations were sent to the VGA and so far, Senator William Stanley and Delegate Scott Lingamfelter have indicating they plan to attend. Please help us promote the service through your contacts around the state and make this the biggest Memorial Service ever.
 - Colonial Heights Elementary School choir – will perform a 9/11 tribute song at the service. This song was written by the elementary school teacher and the song can be found on YouTube.
 - After Ceremony Reception – In the past, this has been funded by a generous donation from the Professional Firefighters organization. This year we are hoping that other fire service organizations would make a donation as well to help share the cost of the lunch.
 - Hotel Arrangements – The Agency has worked with the Marriot Spring Hill Suites and they have graciously provided seven (7) complimentary rooms for the families of the fallen firefighters being honored. Spring Hill Suites have also graciously provided reduced room rates for the additional family members attending the service.
 - Friday Night Reception for Families – The Memorial Service Committee is in the beginning phases of planning a reception for the families on Friday evening. The Reception will allow the Agency to brief the families on the ceremony and provide an avenue for the Agency, Board and fire services to meet with the families before the ceremony on Saturday.

- Police Escort to Raceway – The Memorial Service Committee is also working on a police escort to the raceway for the families the day of the ceremony, Saturday, June 4th.
- Honoring of Fire Service K9s – This year’s service will also include the honoring of Virginia’s fire service K9s that have also made the ultimate sacrifice.
- **AFG FP&S Grant:** We have submitted a Fire Prevention & Safety Grant requesting funding for 5,000 smoke alarms. If successful, we plan to target 20 high risk communities to receive 250 alarms each to conduct an installation and education campaign patterned after VDH’s *Get Alarmed, Virginia!* program that is set to expire this year. We think we have put forward an excellent grant proposal and are keeping our fingers crossed that we will be able to report to you at a future Board meeting of a grant award.

Policy, Planning & Legislation:

- **Governor’s Awards** – The 2010 Governor’s Fire Service Awards will be presented on Saturday, February 26th during the opening ceremony of the VFCA Expo & Symposium. As always, we thank the Fire Chiefs Association for allowing us to present the awards during their opening ceremony. This year’s award recipients are:

Excellence in Virginia’s Fire Service

Captain Chester E. Waters Jr., Fairfax County Fire and Rescue Department

Excellence in Virginia’s Public Fire and Life Safety Education

Tiffany Bradbury, Roanoke City Fire and EMS

Excellence in Virginia’s Fire Service Management

Chief Robert Dubé, Louisa County Fire and Rescue Department

Excellence in Virginia’s Fire Service Training

Metro Richmond Training Chiefs – Localities represented on Metro Richmond Training Chiefs:

- Henrico County
- City of Richmond
- Chesterfield County
- Hanover County
- New Kent County
- City of Colonial Heights
- Defense General Supply Richmond
- Fort Lee

Excellence in Virginia Fire Service Training

Steve Counts, Regional Resource Specialist, Department of Forestry

Excellence in Virginia’s Fire Prevention

Richmond Fire Prevention, City of Richmond Fire Department

Excellence in Virginia’s Fire Service Support – Private Sector

Col Robert Ditch, Synaptic

Outstanding Fire Department Response

Chief George Longest and Upper Middlesex Volunteer Fire Department

Civilian Life Saving (dual award)

-Cameron Carlson, Amelia D'Agostino, Emily Myers; and
-Randy Wheeler and Bernard Wright

• **Fire & EMS Studies:**

- **County of Middlesex** – the study has been completed and needs to be voted upon by the VFSB for release to the County. The proposed presentation to the County's Board of Supervisors is March 15th.
- **City of Manassas** - the study has been completed and needs to be voted upon by the VFSB for release to the City and the Agency is scheduling the presentation to the City Council.
- **County of Augusta**– a very successful site visit occurred Tuesday, February 2nd through Saturday, February 5th. This site visit was one of the longer site visits due to the size of the County and number of departments. Thank you to all those involved, as we know this takes precious time away from your primary employment and families.
- **County of Northampton** – has requested a study. On Agenda for consideration.
- **County of King George** – has requested a study. On Agenda for consideration.
- The Board requested that the agency determine if Fire and EMS studies can be charged for or reimbursed for in terms of travel expenditures from the locality.

• **2011 Virginia General Assembly Update:**

- **Budget Amendments:** Below are the links for each budget report.
 - There were no budget amendments contained in the Budget Reports posted on 2/6/11 that impacted VDFP.
 - There were also no budget amendment (or half sheets) reversing the localities requirement to pay the LODD and Worker's Compensation payments for their locality. However, there was a half sheet budget amendment, **Item 258** #1h, that extends the deadline for localities to opt out of the statewide Line of Duty program from July 1, 2011, to July 1, 2012. The 2010 budget granted the localities the ability to opt out of the statewide funding pool and provide the identical benefits to their own employees independently.
 - Senate Finance Subcommittee: [Public Safety](#)
 - House Appropriations Subcommittee: [Public Safety](#)
- **Bills:**
 - **SB1019 (Sen Puckett) - Fire Prevention; transfers to Fire Services Board authority for approving fee structure.** This was an Agency bill that was intended to transfer the fee setting structure for the SFMO office from the BHCD to the VFSB. This bill was pulled at the Agency's request. The intent to transfer the fee setting structure was two-fold:
 - The SFPC code development cycle is not consistent with the state's biennium budget development cycle; and
 - The Board of Housing & Community Development, which oversees the SFMO fee setting structure, is not intimately familiar

with the SFMO and its budget development and needs. By keeping the fee structure under the BHCD and not under the VFSB, the SFMO is at the mercy of another state agency to determine its ability to collect fees reflective of the SFMO operating/recovery costs.

- **HB1834 (Del E. Scott) - Statewide Fire Prevention Code; permissible fireworks.** Redefines what constitutes permissible fireworks in Virginia, and prevents localities from prohibiting the use, design, possession, ignition, display, storage, sale, or transportation of permissible fireworks, or the setup or supervision thereof. Further, the bill provides that the storage and sale of permissible fireworks shall be governed solely by the Code for the Manufacture, Transportation, Storage, and Retail Sale of Fireworks and Pyrotechnic Articles adopted by the National Fire Protection Association (NFPA 1124, 2006 Edition).
 - [02/08/11 House: VOTE: PASSAGE \(57-Y 40-N\)](#)
 - [02/16/11 Senate: Passed by indefinitely in General Laws and Technology \(14-Y 1-N\)](#)
- **SB 762 (Sen Puller) - Emergency vehicles; proceeding past red lights. Emergency vehicles proceeding past red lights.** Provides that emergency vehicles proceeding past any steady or flashing red signals, traffic lights, stop signs, or other devices indicating moving traffic shall stop must sound a siren, exhaust whistle, or air horn designed to give automatically intermittent signals or bring the vehicle to a complete stop before proceeding with due regard to the safety of persons and property.
 - [02/08/11 Senate: Read third time and passed Senate \(40-Y 0-N\)](#)

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

Christine Lopilato provided the following report:

Budget Report

1. 2Q11 Budget versus Expenditure Financial Report, **Enclosure 1**
2. Statement of Cash – Interest Account as of January 31, 2011, **Enclosure 2**
3. Burn Buildings Cash Obligations and Availability as of January 31, 2011, **Enclosure 3**
4. FY2011 Burn Buildings Spending Plan, **Enclosure 4**

Grants and Local Aid Report

5. UPDATE: SAFER and FIRE Grant Funding – Federal Grant Funding Legislative Process
 - Pascrell FIRE and SAFER Funding Amendment Passes
 - As of 2/16/2011, an amendment to the Federal Fiscal Year (FFY) 2011 Full-Year Continuing Appropriations Act (H.R. 1), restoring the funding for the SAFER and FIRE Grant Programs back to their FFY2010 levels which were \$420 million for SAFER and \$390 million for FIRE, was passed by the

U.S. House of Representatives. The amendment was offered by Representative Bill Pascrell (D-NJ).

- This action in the U.S. House of Representatives is the first step in a longer process. The International Association of Fire Chiefs (IAFC) is now monitoring an amendment offered by Representative David Price (D-NC) that would extend the current SAFER Grant waivers through FFY2011.

6. ATL, Enclosure 5

- FY10 ATL (funding expires 6/30/2011)
 - 99.7% of total FY10 funds disbursed
 - 97.5% of 324 localities (316 jurisdictions released)
 - FY2010 Forfeiture List (6 jurisdictions) as follows:
 - Town of Belle Haven
 - Town of Columbia
 - Town of Hillsboro
 - Town of Keller
 - Town of Parksley
 - Town of Pound
- FY11 ATL Allocations (funding expires 6/30/2012)
 - 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
 - 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 percent 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.
- 3Q10 disbursement scheduled for March 18, 2011

7. Burn Building Report, Enclosure 6

- Summary – New Construction
 - Wise Town: Site survey completed; first meeting with engineer in 2/2011 with project slated to begin 4/2011.
- Summary – Renovations/Repairs
 - Renovation/Repair Awards: most projects are in performance stage.

- Franklin County: FFI and FFII minimum training standards project (acquisition of forcible entry simulator) is complete and funds disbursed.
 - Newport News City: FFI and FFII minimum training standards project (acquisition of forcible entry simulator) is complete and funds disbursed.
 - FFI & FFII Minimum Training Standards Projects: are set to expire 8/31/2011; VDFP has received no requests to date for no-cost time extensions.
- Localities to make presentations:
 - No jurisdictions making presentations at this meeting

COMMENTS FROM THE BURN BUILDING SUBCOMMITTEE CHAIRMAN

The Burn Building Subcommittee Chair, Ken Brown, thanked Mike Armstrong for taking personal vacation leave to be at the last meeting.

During the meeting, the Burn Building Grant Applications were considered and tabled for the March meeting since additional information was needed from one of the applicants.

The Burn Building Subcommittee also discussed the future use of burn building funds to possibly add burn rooms onto existing burn buildings.

Topic: Burn Building Grant Repair Applications

Motion: To approve grant funding for Hanover County as requested within the grant application.

Discussion: The Hanover County application is a repair request for an on-site forcible entry simulator.

Vote: unanimous

Action: To present to the Full Board.

Topic: TSG Response – Fire Retardant Treated Plywood versus Non-Treated Lumber in Burn Buildings

Motion 1: To revise specifications for prototype burn building construction to prohibit all wood construction including Fire Retardant Treated (FRT) except for FRT Roof Sheathing, in Prototype II, Class B Buildings. This specification will only apply for new construction projects.

Motion 2: To send Gloucester the letter from The Structures Group (TSG) dated September 15, 2010 on FRT plywood in accordance with the current Burn Building Policy.

Discussion – Fire Retardant Treated (FRT) Plywood:

The Committee discussed with staff the TSG response regarding the use of non-treated lumber versus fire retardant treated (FRT) plywood in burn buildings. TSG provided research findings on the subject, as tasked in last Burn Building Subcommittee meeting. The use of non-treated lumber creates an unintended fuel source in the burn building, which could pose a hazard to those using it.

The Burn Building subcommittee motion was amended to include: ‘This specification will only apply for new construction projects.’ **Amendment to Motion 1 Vote:** unanimous

Discussion – Gloucester County Burn Building Plywood prop:

TSG recommended three options for Gloucester to resolve the safety issue created by their third floor prop.

- The County can remove the structure from the third floor of the burn building and all non-treated lumber/timber/plywood could be removed from the burn building and be replaced with cold formed metal framing and corrugated metal decking.
- That the non-treated lumber/timber/plywood used in the Gloucester third floor prop could be removed and replaced with metal studs or FRT timber studs and FRT plywood sheathing.
- The use of intumescent paint coatings could be applied to the current plywood prop to produce a fire barrier. It should be noted that this paint has to be reapplied and there is currently no research on the affect of the gases released from it when it is exposed to heat and/or flame.

Vote for Motion 1: 4 Yays, 1 Nay

Vote for Motion 2: 4 Yays, 1 Nay

Action for Motion 1: To present to the Full Board

Action for Motion 2: To present to the Full Board

COMMENTS FROM THE COMMITTEE CHAIRMAN

Brian Mullins commented on the FRT wood discussion and the need to protect firefighters during training. The Chair tasked all interested parties to attend the subcommittee and committee meetings to provide input and feedback on these issues.

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE EDUCATION AND TRAINING

Mike Armstrong provided the following information on motions from the Committee:

Topic: Mobile Burn Trailer (MBT) Project Cost overrun

Motion: To transfer \$48,445 from the Burn Building Fund to the Agency to zero out the MBT project

Discussion: The Agency requested an additional \$48,445 from the Burn Building fund to cover the overage due to the upgrade for three (3) belly boxes (one per unit) for on-board storage at a cost of \$16,148 per unit.

Vote: Unanimous

Action: To present to the Full Board.

FINANCIAL ISSUES FROM THE COMMITTEE ON FIRE PREVENTION AND CONTROL

No financial issues reported from the Fire Prevention and Control Committee.

UNFINISHED BUSINESS

Topic: Fire and EMS Study Update – Middlesex County

Motion: To approve and forward to the Full Board the Middlesex Study.

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 Administrator, Board of Supervisors and Fire & Rescue Organizations.

Richard Burch Jr. and the Study Team will make the presentation to the Board of Supervisors on March 15th.

The study report is available upon request from the Virginia Department of Fire Programs.

Vote: Unanimous

Action: To present to the Full Board.

Topic: Fire and EMS Study Update – City of Manassas

Motion: To approve and forward to Full Board the City of Manassas Study.

Discussion: The study report was sent to each VFSB member for their review and approval. Once approved, the study will be provided to the City Manager, Interim Fire Rescue Chief, City Council and Fire & Rescue Organizations.

The study presentation date to the City Council by Ken Brown and the Study Team is still being determined.

The study report is available upon request from the Virginia Department of Fire Programs.

Vote: Unanimous

Action: To present to the Full Board.

Topic: Fire and EMS Study Update – County of Augusta

Motion: N/A

Discussion: Mike Armstrong, Study Chair, stated that the County of Augusta site visit on February 2 - 5, 2011 was very productive and informative. It was noted by several of the study members that there were Board of Supervisor members present at two of the fire department site visits. Brook Pittinger, VDFFP, stated that the fire department site visits are intended to be closed meetings between the fire chief and study team. Brook advised the Board that in future situations, the study team should determine if the additional guests are welcomed by the fire chief. If the additional guests are not to be included in the one-on-one interviews they should be asked to leave. If the study team runs into problems, they should immediately contact either Brook Pittinger; Billy Shelton or the VFSB Chair.

Rick Burch commented on studies in general and noted that the Board should consider revisions to the policy to begin recouping costs incurred. The Agency has contacted their Office of the Attorney General Counsel to determine if cost recovery is feasible based on the current COV language regarding fire & EMS studies.

Vote: N/A

Action: N/A

NEW BUSINESS

Topic: Request for Fire and EMS Study – Northampton County, Enclosure 7

Motion: To forward the Northampton County and the King George County fire and EMS study requests to the Full Board for consideration.

Discussion: The County of Northampton request will be considered at the Full Board meeting.

Vote: unanimous

Action: To present to the Full Board.

Topic: Request for Fire and EMS Study – King George County, Enclosure 8

Motion: To forward the Northampton County and the King George County fire and EMS study requests to the Full Board for consideration.

Discussion: The County of King George request will be considered at the Full Board meeting.

Vote: unanimous

Action: To present to the Full Board.

ADJOURNMENT

The Committee adjourned at 4:15 pm

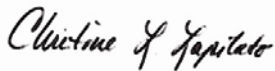
Clerk of the Committee
Matthew C. Smith

REVIEWED BY:



Brook Pittinger
Branch Director of Administration

March 1, 2011
Date



Christine Lopilato
Branch Director of Finance

March 2, 2011
Date

Enclosures:

1. 2Q11 Budget versus Expenditure Financial Report
2. Statement of Cash – Interest Account as of January 31, 2011

3. Burn Buildings Cash Obligations and Availability as of January 31, 2011
4. FY2011 Burn Buildings Spending Plan
5. Aid-To-Localities Payments
6. Burn Building Project Summary FY2011
7. Northampton County Request for a Fire and EMS Study
8. King George County Request for a Fire and EMS Study