

VIRGINIA FIRE SERVICES BOARD

Burn Building Subcommittee

Thursday, July 8, 2010

A meeting of the Virginia Fire Services Board Burn Building Subcommittee was held at the Virginia Department of Fire Programs Head Quarters in Glen Allen, VA at 10:00 am. Mr. Ken Brown served as Chair.

BOARD MEMBERS PRESENT

Kenneth J. Brown - Chair – Virginia State Firefighter’s Association

Brian Mullins – Virginia Board of Housing & Community Development

Robert Scott – Insurance Industry Representative

Ed Altizer –Virginia State Fire Marshal (Alternate)

BOARD MEMBERS ABSENT

Bill Kyger – Association of Counties

Felix Sarfo-Kantanka, Jr. – General Public

Mike Armstrong – VA Chapter of the International Society of Fire Service Instructors

Vacant – Virginia Fire Chiefs Association

AGENCY MEMBERS PRESENT

Billy Shelton

Christine Lopilato

Brook Pittinger

Amanda Wood

Don Hansen

BOARD MEMBERS PRESENT

NA

GUESTS PRESENT

Mike Matthews - The Structures Group

Kurt Kight – Fauquier County

Bill Crapo – Harrisonburg County

Bill Street – Shenandoah County

Eddie Ferguson – Goochland County

Brandon Proffitt – Goochland County

Ken Ryans – City of Emporia

William MacKay – Goochland County

Charles Pruitt – Accomack County

Vince Holt – City of Franklin

Robert Craft – Newport News

Jethro Piland, III – Hanover County

George Nester – Halifax County

W. Kirby Saunders – Halifax County

Kenneth Sloneker – ASL US

Jack Mullins – Wise County

John Bledsoe – Wise County

Duane Phillips – Wise County

JC Bolling - Bristol

Jeff Bailey – Spotsylvania County

CHANGES IN THE AGENDA

UNFINISHED BUSINESS

- A. Mobile Burn Building Update

- B. Burn Building Update
 - 1. New Construction; and
 - 2. Repairs & Renovations
- C. Enhanced Training Facilities Renovation & Repair Budget Development

NEW BUSINESS

- A. TSG Deliverables:
 - 1. Burn Building Repair Audit Cost Estimates
 - 2. Class B TMS Calibrations and Systems
 - Definition of:
 - 1. Calibrated; and
 - 2. Type of Vendors to Perform Calibrations
 - 3. Thermal Linings
- B. Burn Building Policy Revisions for:
- C. Proposed NFPA Guidelines for Inspection Schedules
- D. Shenandoah County Project Deadline
- E. Burn Building Applications
 - 1. Town of Chilhowie – new construction
 - 2. Accomack County – new construction
 - 3. Town of Wise – new construction
 - 4. City of Harrisonburg – new construction & renovation
 - 5. Goochland County – repair
 - 6. City of Newport news – repair
 - 7. Buckingham County – repair
 - 8. Franklin County – repair
 - 9. Halifax County – renovation
 - 10. Northumberland County – renovation
 - 11. City of Bristol – renovation
 - 12. Henrico County – repair
 - 13. Spotsylvania County – renovation with A&E
 - 14. Town of Coeburn – renovation
 - 15. City of Franklin – renovation
 - 16. City of Galax – renovation with A&E
 - 17. City of Emporium – renovation & repair

PUBLIC COMMENTS

Ken Sloneker introduced himself to the subcommittee. Ken works in the field of temperature monitoring systems and is available to answer any questions regarding TMS.

COMMENTS FROM THE SUBCOMMITTEE CHAIR

Ken Brown welcomed everyone to the subcommittee meeting. Ken encouraged the meeting guests to regularly attend the subcommittee meetings as it is an excellent forum to keep the localities abreast of the burn building grant program.

UNFINISHED BUSINESS

Topic: Mobile Burn Building Update

Motion: NA

Discussion:

Mobile burn simulator project – 1st and 2nd units: Kidde Fire Trainers was awarded a contract for the acquisition of 2 mobile burn units. The contract was developed with project status and funding disbursements on a percentage of completion method with milestones set at 25%, 50%, 80%, and 100% completion (with physical inspections at 80% and 100% completion). Kidde certified to VDFP that mobile burn units 1 and 2 are at 50% completion; VDFP has disbursed the second 25% of the contract value. Mobile burn units 1 and 2 are expected to be delivered to VDFP September 2010 and November 2010 respectively. The mobile burn unit 3 is nearing the 50% completion mark.

According to Don Hansen, the Agency anticipates having all three simulators staged in Glen Allen by January 2011 and staff will be trained on their usage prior to the deployment for training in early 2011.

Vote: NA

Action: NA

Topic: Burn Building Update

Motion: NA

Discussion:

The Grants Manager closed out one new construction Burn Building Grant project for the County of Franklin, which constructed a steel-frame Class B fuel source (propane) training prop.

The new construction project is in process for Fauquier County and is scheduled for completion by December 31, 2010. (Current update – Enclosure 7)

Montgomery County had received a grant for the new construction of a burn building, but they have sent a letter to the Board forfeiting their grant.
Enclosure 4

The City of Harrisonburg was sent a letter regarding the funding of the TMS repair.

Vote: NA

Action: NA

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 Administration, Policy & Finance Committee at the August 2010 meeting.

Vote 2: unanimous

Action 2: To present to the Administration, Policy & Finance Committee at the August 2010 meeting.

Vote 3: unanimous

Action 3: To present to the Administration, Policy & Finance Committee at the August 2010 meeting.

NEW BUSINESS

Topic: TSG Deliverable – Enclosure 2

Motion: NA

Discussion:

This topic was tabled until the next meeting.

1. Burn Building Repair Audit Cost Estimates
2. Class B TMS Calibrations & Systems
Definition of:
 - i. Calibrated
 - ii. Vendors to perform calibrations -
3. Thermal Linings

Vote: NA

Action: NA

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 Administration, Policy & Finance Committee at the August 2010 meeting.

Topic: Proposed NFPA Guidelines for Inspection Schedules

Motion: NA

Discussion:

This item was tabled until the next meeting.

Vote: NA

Action: NA

Topic: Shenandoah County Project Deadline – Enclosure 3 & 6

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.

Discussion:

The latest motion for the new construction burn building grant for Shenandoah County was written so that the project was to be completed by June 30, 2010.

Bill Street, Shenandoah County, addressed the Board and reviewed the punch list for their burn building (Enclosure 6).

At the current time, Shenandoah County believes it will take 6 to 8 weeks to complete the items identified on their current punch list.

Vote: unanimous

Action: To present to the Administration, Policy & Finance Committee at the August 2010 meeting.

Topic: Burn Building Applications – Enclosure 5

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 Emporium – 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 the Administration, Policy & Finance Committee at the August Board meeting.

Vote 2: unanimous

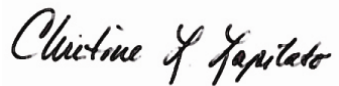
Action 2: To present to the Administration, Policy & Finance Committee at the August Board meeting.

ADJOURNMENT

The Committee adjourned at 3 pm.

Clerk of the Committee
Brook M. Pittinger

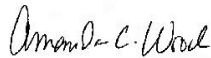
REVIEWED BY:



Christine Lopilato
Director of Finance

July 8, 2010

Date



Amanda C. Wood
Grants & Local Aid Manager

July 8, 2010

Date

Enclosures:

1. Burn Building Grants update
2. TSG No.: VA05256
3. VDFP letter to Shenandoah County regarding their burn building
4. Montgomery County letter withdrawing from burn building grant program
5. Burn Building renovation, repair and new construction applications
6. Punch List for Shenandoah County
7. Current Update – Fauquier County Burn Building