



**New Business:**

- A. Instructor Quality Assurance Program
- B. Medal of Valor Review Board Overview
- C. Haiti Video Rescue Clip

**PUBLIC COMMENTS**

There were no public comments made.

**COMMENTS FROM THE VDFP LIAISON  
Branch Chief of Training & Operations**

Don Hansen provided the following information:

The Training and Technical Services and Training and Operations Branches are nearing completion of the third quarter (FY10 Q3) training cycle. Each of the program chiefs and discipline specific staff members have been working diligently with localities to plan, schedule and conduct all spring training sessions with positive training results.

**Instructor In-services** was completed on December 31, 2009 with a majority of Adjunct personnel completing the required VDFP and Human Resource Management training.

**Adjunct Hiring** Was postponed due to numerous weather events. The 71 candidates were advised of the reschedule date on March 20, 2010 in the Glen Allen Administrative Office. Division Chiefs and Program Managers will be making final preparations in the hiring process and should have the selected candidates ready for the spring teaching session once the interviews conclude.

**Current Adjunct Reconciliation program** has been completed to comply with Department of Accounts regulations. As reported during the 2007 Adjunct In-service season, all Adjunct Instructors are required to attend an in-service (either on-line or traditional classroom) and teach once each time per year for compensation to retain their part-time employment status. 143 instructors that did not meet the VDFP and DOA requirements have been removed and must reapply if they intend to continue as a qualified VDFP instructor. All current instructors were mailed an update packet during January. A majority of the identified instructors from the list were found to be retired, deceased or relocated instructors.

**Knowledge Center** – Currently there are 9 classes published to the Knowledge Center, a two-course increase from the FY10 first semester. The increase in classes meets the demands of the Fire Service, Emergency Medical Services and Law Enforcement personnel. Currently we have 2850 registered users which is up from the 540 reported during the December Board meeting. As of December 31, 2009 the alternate training opportunity has resulted in 62100 hours in on-line training time.

**Quality Assurance Review** – Chief Don Brown, Chief David Jolly and I are working on a Quality Assurance program that will have an evaluative model (which will place evaluators in the classroom), and minimum teaching guideline standards to keep instructors up-to-date on current programs by requiring them to teach a specific amount of time in a two year period to remain as an active instructor in the disciplines that they hold valid Train-the-Trainers (Enclosures A-C). The second step in the process will commence February 11, 2010 which will consist of Course Development and routine course reviews.

**Course completions and Certificate issuance** All Divisions in the Training and Operations and Training and Technical Services Branches are reporting they are currently caught up with no significant backlog. As a reminder, only certification courses will receive certificates generated by Divisions. Certificates of Attendance may be printed by the student online after school paperwork has been processed.

**Laser-Fiche Scanning Project** - is nearing completion in the Division 3 Office Farmville. In an effort to “Go Green Virginia” all school and personal training files will have the capability of being viewed statewide in the VDFP Division Offices via computers.

**Instructor College/Symposiums** – FY10 second of two offerings will be held in Bedford County June 19 and 20, 2010 on the Satellite Campus of Central Virginia Community College. Division Chiefs have queried localities on most needed Train-the-Trainers and have placed them in the upcoming symposium.

**Fire Attack Series** The review and update of the Fire Attack Series has been completed and back out for usage. The new standards require a moderate increase to each of the specific programs to include; Essentials 24 hours, Intermediate 36 hours, and Evolutions 35 hours to include the live burn. The new and final program to qualify a student to meet all modules of NFPA 1001-08 is the Transitions program. This program will consist of the remaining 9 modules for a total of 41 hours. To meet the credentialing requirements the student will need to complete Basic CPR and Hazardous Materials Operations. At which time the student will have the ability to test for national certification.

**Burn Building Project completions** During the winter months Franklin County was able to complete the new construction project of their Burn Building. The building was constructed of metal and will be a Class “A” burn structure. To date, the agency is tracking three remaining new building construction projects and one renovation project to complete the original list.

**Mobile Burn Building project** Two of three mobile burn simulators are in production with KIDDE engineering. Projected roll out date of August and October are anticipated. Third simulator just completing bid process and a report will be available at the Burn Building Sub-committee meeting.



**NFA – In-State Weekend** Was completed February 20-21, 2010. All courses were filled prior to start date and had a wide range of participants from through Northern and Center Virginia. The next request for Virginia Weekend has been requested for March 2011 and will be hosted in Southwest Virginia region (Wytheville).

**NFA Weekend Emmitsburg MD** Plans are being finalized for the 2011 NFA Weekend. The projected date if approved will be September 17-18, 2011. This event will host 4-5 courses to include one Train-the-Trainer. Once courses are approved by the NFA Program Manager, the courses will be advertised.

**TRADE Region 3 Training** The courses have been requested for FY11 to begin in February 2011. This year, Pennsylvania, Maryland and Virginia requested a 6-day course. Virginia Beach, if approved by NFA, will be the host of Command and Control of Incident Operations in early May 2011.

### **Training and Technical Services Branch**

**Airport Rescue Fire Fighting Division update:** During the third quarter, the ARFF Program conducted its annual meeting in Glen Allen. Representatives from the Air Carrier Airports, as well as General Aviation Airports met with the ARFF Program Chief and reviewed the past fiscal years accomplishments. The ARFF Program Chief discussed the status of the Mobile Aircraft Rescue fire Fighting Training Simulator (MARFFTS), the transition from the International Fire Service Training Association (IFSTA) ARFF 4th edition to the 5th edition, and set the training schedule for the fall of 2010 and the spring of 2011.

The ARFF Program Chief convened a Validation Committee to begin the transition from the IFSTA 4th edition ARFF to the IFSTA 5th edition ARFF Manual. Pilot classes are scheduled for Richmond in March and Manassas in May.

The ARFF Program is working the Airport Fire Department in La Paz, Bolivia to acquire training material in Spanish. The ARFF Program Chief is working with the National Association of Hispanic Firefighters (NAHF) regarding the training material.

The ARFF Program is working with the Virginia State Police, Federal Bureau of Investigation, and the Department of Homeland Security for use of the MARFFTS by their Tactical Operations Teams.

The ARFF Program Chief will be traveling to Texas for an inspection of the fabrication of the new MARRFTS. The two supporting trailer, Propane and Command Trailer, are in the final stages of completion and scheduled for shipment to Kidde Fire Trainers.



#### **Curriculum & Quality Assurance Division update:**

- The agency has met with representatives from VDEM on the Hazardous Materials program. VDEM has provided some guidance to assist in bringing the three curriculum programs in line with the Virginia specific information. We will continue to work with them on this development project.
- The EVOC committee is in the final stages of the updating of the program to the new NFPA standards. This program will be provided to the VFSB for review at the April meeting. It will also be rolled out to the VAVRS instructors at their Rescue College in June.
- The committee has been assembled for the updating of the Mayday, Firefighter Down program. The first meeting is being scheduled and we should have a completed update ready for review in six months.
- Both the Executive Director and the Curriculum Chief attended the Pro-Board Accreditation Conference in Orlando Florida in January. This conference was very beneficial and provided some updates on many of the standards and policies of the agency.
- The agency will also be working on updating the Aerial Operations and Heavy and Tactical Rescue programs.

#### **NIMS Program Division update:**

Below is a recap of significant activities that have taken place during third semester of FY10.

1. The second “round” of ICS Position-Specific T-t-T programs was completed in November. These programs were conducted at the NETC in Emmitsburg, MD. Unfortunately, VDEM has chosen not to share any information regarding individuals from Virginia who may have attended any of the programs and would likely be available to collaborate on plans or preparations to deliver any of the classes in Virginia and in coordination with other states in the region or elsewhere.

*The following is a review of information provided in previous reports)*

The Emergency Management Institute (EMI) has been designated by the Incident Management Systems Integration Division of the National Integration Center (IMSID-NIC) to be the primary administrative management source for the upcoming series of ICS Position Specific Train-the-Trainer programs. EMI has determined that it will conduct its efforts through the state emergency management agencies. In Virginia VDEM has assumed all responsibility for overseeing the recruitment, application, assessment and processing of applications for instructor candidates to participate in the program. At this time VDEM has not shared any information relative to individuals from Virginia who have been approved, attended or completed any of the ICS position-specific T-t-T programs.

- a. At the completion of the 3 rounds of T-t-T programs in April 2010, each FEMA region will theoretically have 9 individuals qualified to teach any of the C & GS or unit level basic training courses.
  - b. EMI has stated that instructors credentialed by this T-t-T will NOT be authorized to return and conduct T-t-T programs independently. Further, state delivery of any basic P-S classes must be authorized by EMI in order to be recognized and students to be credited with completion of those classes.
  - c. EMI program management has strongly recommended that states coordinate program management internally *and* states coordinate on a regional basis to maximize efficiency and economy for all position specific training programs. Since there should not be an “overwhelming” need for these classes in the same manner as the core ICS (100-400) programs, scheduling and conducting classes becomes a matter of identifying the needs and most appropriate administration, preferably at the regional level. Position specific classes are NOT intended for local delivery, and not necessarily for delivery in every state.
2. VDFP through the IMS Section is offering local/regional deliveries of the USFA/NFA course “Command & General Staff Functions in the Local IMT” (CGSFLIMT). This course is a one week (5 or 6 day) program consisting of a series of progressive exercise activities interspersed with classroom lecture addressing all of the primary Command and General Staff positions. Participants apply lecture/discussing training in the exercises, serving in the various C & G-S positions during the exercises. This class is one of three programs that is listed as a prerequisite in addition to ICS 300 & 400 for admission to the DHS Position-Specific training programs that will soon be available. The other programs are

“All Hazards Incident Management Team Training Course” and the NWCG Course S-420. The S-420 course has limited availability and can be very expensive to “import” qualified NWCG staff to administer the program.

- a. There has been a relatively “hard” push from USFA and NFA to market the AHIMT Course for states and UASI regions. *VDFP suggests that for cost effectiveness reasons, the CGSFLIMT course is a wiser selection for localities/regions planning to advance personnel for position-specific training.* The AHIMT course sanctioned by USFA/NFA requires that the host (state, region, or locality) contract with specific instructors provided by NFA. Generally this results in a cost-per-course offering in excess of \$35,000 (and can be up to \$50k per course offering). As such VDFP does not have the funds to support offering these classes while continuing to offer other ICS and NIMS training. However, using qualified available training staff VDFP can fully fund delivery of up to 6 or 8 CGSFLIMT classes based on current fund availability.
  - b. VDFP suggests that any locality (preferably region) seeking to conduct a CGSFLIMT class contact Steve Grainer for information and to make scheduling and other arrangements. Dates, locations and schedules can be set up to meet local/regional needs.
3. The IMS Program office cancelled the Command & General Staff—Practical Evolution program scheduled at the New Kent Forestry Conference Center the week of January 18, 2010 due to a lack of enrollment. We will attempt to determine interest and availability for other offerings later in the spring. The program is designed to provide refresher and practical experience in conducting command and general staff functions in a simulated incident management environment under realistic conditions with variables that can affect functional activities.
  4. An ICS-T-t-T (ICS 100-400) program was conducted January 27-29 in Chesterfield. Thirteen individuals completed the program successfully. Individuals attending were from: Chesterfield Sheriff, Chesterfield Fire, Richmond City, Prince Edward, Hanover, Stafford, National Guard, OEMS, and VDFP.
  5. Since the previous report the following local/regional classes were provided or supported by the IMS Section: Two (2) ICS-300 (Langley AFB, Stafford), and three (3) ICS-400 (Langley AFB (2), Pittsylvania).

The IMS program office will continue to support requests for ICS training (ICS 100-400, Unified Command, and IS course classroom delivery) with available resources including instructors and materials when requested.

6. Steve Grainer continues to serve as a SME on state and local NIMS and NRF issues for DHS as well as for the Project on National Security Reform (PNSR).
  - a. He has begun work on a small “task-force” created by DHS to develop a recommended policy and procedures for addressing instructor Q/A issues and “decertification” of instructors who do not meet DHS criteria or instructional competencies. There have been several issues raised relative to mechanisms for “decertifying” individuals who should not be authorized to teach the ICS Position-Specific Courses in particular. Recognizing that

the horse has already escaped the pasture with many of the ICS core programs instructors, the intent is to avoid a similar problem with the more complex and advanced command and general staff courses. This project is expected to take 4 to 6 months with most or all activities being conducted by conference calls and emails. Steve will report on activities and results as they develop.

7. VDFP continues to participate in meetings hosted by VDEM to complete development of a guidance document for aspiring Incident Management Teams. Much of the development input has been provided by John Miller with VDOF using other states' materials. VDOF, with its depth of experience and involvement nationally in IMT programs is the most appropriate source for input that is compatible with existing national systems.

**Technical Rescue Division update:**

The Technical Rescue Division successfully delivered New Adjunct Employee Orientations to six new HTR Specialists. They will now begin their "student teaching", where they are evaluated by the current cadre of HTR Instructors before being allowed to serve as a lead instructor for a course. All of the current HTR Instructors successfully completed the required Adjunct In-Service training.

Final preparations are being made for the Spring 2010 season of funded HTR classes. In addition, the Division has been working with the Commonwealth's (7) Technical Rescue Teams (TRT)- one located in each of the seven public safety divisions to arrange and deliver training being funded by a FEMA State Homeland Security Grant. The Division 1 Team (consisting of Chesterfield, Hanover, Henrico, and Richmond) have participated in Trench Rescue Awareness/Operations, Trench Rescue Technician, and Rope Rescue Operations. The Division 1 TRT will also be participating in an upcoming Rope Rescue Technician, Confined Space Rescue Technician, and a Vehicle Rescue Technician. (Are there plans to train the other 6 TRT? Might want to mention the plans you have for them)

The Technical Rescue Division will also be providing HTR courses at several Regional Schools throughout the Commonwealth this Spring as well. They are as follows:

- Rope 1 (Albemarle and Caroline Regional Schools),
- Confined Space Rescue Awareness/Operations (Rockingham Regional School),
- Vehicle Rescue Awareness/Operations (Caroline Regional School)
- Trench Rescue Awareness/Operations and Trench Rescue Technician (2010 Virginia Association of Volunteer Rescue Squads Rescue College)

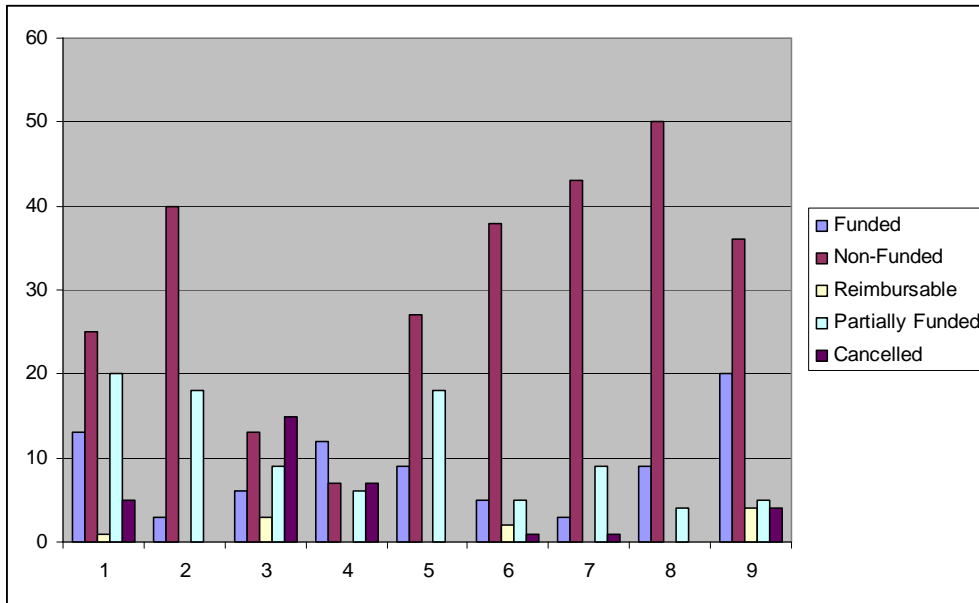
The Technical Rescue Division will be reviewing all its programs during 2010 to ensure compliance with NFPA 1006 and 1670 standards, as well as Pro-Board accreditation. Working groups are being formed for each of the disciplines to review course materials for material updates.

Technical Rescue Division Chief will again be working with the (7) Divisional Technical Rescue Response Teams during the next round of State Homeland Security Grant funding proposals to acquire additional funds for training and equipment.

The Division has also been working with the Federal Bureau of Investigations in Stafford to possibly coordinate and deliver technical rescue courses for members of a hazardous materials response unit. The Division has also received an inquiry from the 34th Civil Support Team at Fort Pickett, to research training opportunities for their Hazardous Materials Response Unit as well. The intention of both of these agencies is not to necessarily provide technical rescue response, but rather be able to operate and or self-rescue their own teams during a hazardous material/ technical rescue incident in order to not rely on or endanger responders from other localities or agencies.

**Reported Statistical Data July 1, 2009 through September 30, 2009**

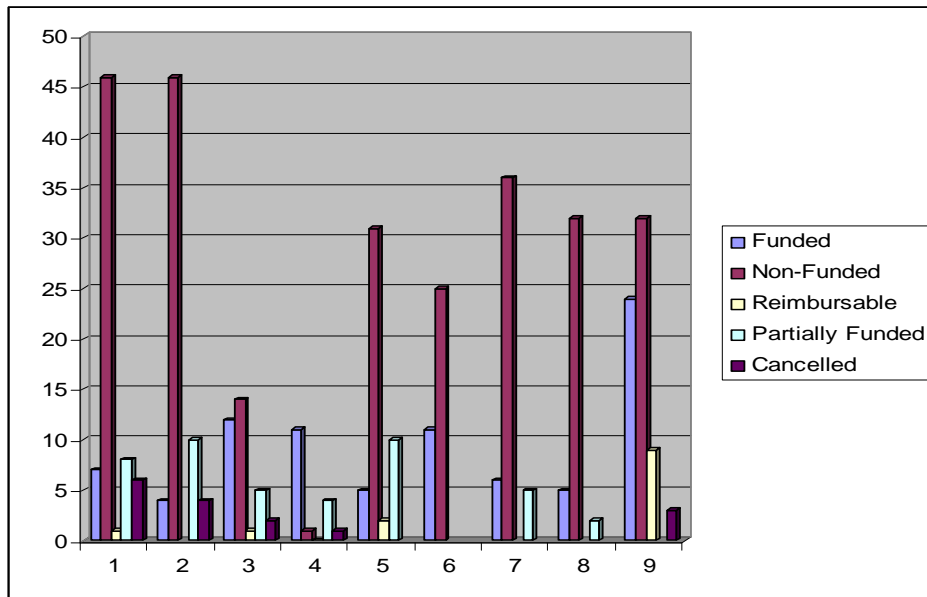
Division	Funded	Non-Funded	Reimbursable	Partially Funded	Cancelled
1	13	25	1	20	5
2	3	40		18	
3	6	13	3	9	15
4	12	7		6	7
5	9	27		18	
6	5	38	2	5	1
7	3	43		9	1
8	9	50		4	
9	20	36	4	5	4
Total	80	279	10	94	33



Legend: Division 8 = Virginia Fire Marshal Academy, Division 9 = ARFF, HTR, NIMS and VFIRS

**Statistical Data October 1, 2009 through December 31, 2009**

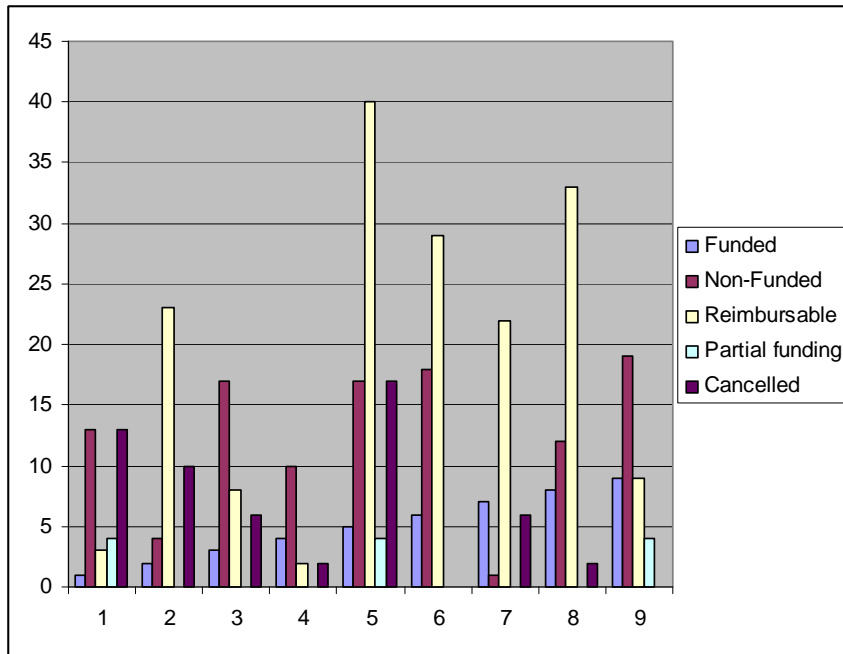
Division	Funded	Non-Funded	Reimbursable	Partially Funded	Cancelled
1	7	46	1	8	6
2	4	46		10	4
3	12	14	1	5	2
4	11	1	1	4	1
5	5	31	2	10	
6	11	25			
7	6	36		5	
8	5	32		2	
9	24	32	9		3
Total	85	268	14	44	16



Legend: Division 8 = Virginia Fire Marshal Academy, Division 9 = ARFF, HTR, NIMS and VFIRS

**Statistical Data January 1, 2010 through March 30, 2010**

Division	Funded	Non-Funded	Reimbursable	Partially Funded	Cancelled
1	13	3	4	13	
2	4	23		10	
3	17	8		6	2
4	10	2	1	2	
5	17	40	4	17	
6	18	29			
7	1	22		6	
8	12	33		2	
9	19	9	4		2
Total	111	169	13	56	4



Legend: Division 8 = Virginia Fire Marshal Academy, Division 9 = ARFF, HTR, NIMS and VFIRS

**FY10 First 3 Quarter Course Offering**

Funded	Non-Funded	Reimbursable	Partially Funded	Cancelled	
80	279	10	94	33	
85	268	14	44	16	
111	169	13	56	4	
276	716	37	194	52	<b>1275</b>

**Available Courses Winter/ Spring 2009 (FY10- Q3)**

Note: This is a dynamic document that in not inclusive of the entire listing of courses offered through the Commonwealth of Virginia. Localities have the option on local non-funded courses to not have their courses advertised on-line.

School Number	Course	Start Date	End Date	Location	Division	Type	Contact	Phone
41110186	BASIC PUMP OPERATIONS - 16-HOUR TRAINING PROGRAM	03/20/2010	03/21/2010	Walkerton Vfd (2874 Walkerton Landing Road)	1	Funded	Hunter Colemand	(804) 445-5892
44110010	BASIC PUMP OPERATIONS - 16-HOUR TRAINING PROGRAM	04/10/2010	04/11/2010	Bland Volunteer Fire Department	4	Funded	Division 4 Office	(276) 783-1446
42110173	CREW LEADER	03/15/2010	04/30/2010	Shenandoah Vol. Fire Company	2	Funded	Wesley R. Shifflett	(540) 743-4142
43110060	CREW LEADER	03/12/2010	03/27/2010	Hampden Sydney Vol. Fire Dept.	3	Funded	R. Dean Farmer	(434) 480-1720
42310179	DRIVER/OPERATOR-AERIAL CERTIFICATION COURSE NFPA 1002-98	02/16/2010	03/02/2010	Stafford Co. Training Academy	2	Non-Funded	Erick J. Kling	(540) 295-7835

45110203	Fire Attack - Essentials	02/27/2010	02/28/2010	Mathews Fire Station # 1	5	Funded	Blake Hudgins	(804) 694-6360
45110094	FIRE INSTRUCTOR II CERTIFICATION COURSE NFPA 1041-02	04/10/2010	04/25/2010	ESRFTC 28512 Beacon Road	5	Funded	Jim LeCato	(757) 999-7076
41110114	FIRE OFFICER I - (NFPA 1021-03)	02/20/2010	03/14/2010	Colonial Heights , 100-B Highland Ave, 23834	1	Funded	Eric Albert	(804) 524-8769
44110040	FIRE OFFICER I - (NFPA 1021-03)	02/27/2010	04/17/2010	Radford Army Ammunition Plant	4	Funded	Division 4 Office	(276) 783-1446
45110156	FIRE OFFICER III - (NFPA 1021-03)	03/13/2010	06/07/2010	Hampton Fire Training Center	5	Funded	James Hickman	(757) 869-5896
47110105	FIRE OFFICER III - (NFPA 1021-03)	02/20/2010	04/03/2010	Department Of Fire & Rescue	7	Funded	Lt. Wayne Moran	(703) 792-7074
49110017	FIRE SERVICE TRAINING - AIRCRAFT LIVE FIRE TRNG	03/13/2010	03/21/2010	Norfolk International Airport	9	Funded	Tom Phalen	(804) 249-1980
44110037	FIREFIGHTER I - NFPA 1001-02	02/20/2010	05/02/2010	Rural Retreat Volunteer Fire Department	4	Funded	Division 4 Office	(276) 783-1446
43110107	FIREFIGHTER I AND II T-T-T	03/06/2010	03/06/2010	Augusta Co. Fire Rescue Trng Cntr	3	Funded	Capt. David Weaver	(540) 245-5624
44110025	FIREFIGHTER II - NFPA 1001-02	03/06/2010	03/28/2010	Gate City Volunteer Fire Department	4	Funded	Division 4 Office	(276) 783-1446
42310014	HAZARDOUS MATERIALS AWARENESS & OPERATIONS NFPA 472-02	03/27/2010	04/04/2010	Frederick Co. Public Safety Bldg.	2	Non-Funded	Larry A. Oliver	(540) 665-6388
44110024	HAZARDOUS MATERIALS AWARENESS & OPERATIONS NFPA 472-02	03/06/2010	03/14/2010	Belfast-Rosedale Volunteer Fire Department	4	Funded	Division 4 Office	(276) 783-1446
46110091	HAZARDOUS MATERIALS AWARENESS & OPERATIONS NFPA 472-02	03/06/2010	03/14/2010	New Castle Fire Station	6	Funded	Brent Crush	(540) 580-3360
42310030	ICS-300: INTERMEDIATE ICS FOR EXPANDING INCIDENTS-STATE AGENCIES	03/26/2010	03/28/2010	Frederick Co. Public Safety Bldg.	2	Non-Funded	Larry A. Oliver	(540) 665-6388
40410015	INTRO TO WILDLAND/URBAN INTERFACE FIREFIGHTING	02/20/2010	02/21/2010	18121 Technology Dr	0	Partial	Byrne	(703) 771-4700
46110056	L. P GAS EMERGENCIES (16-HOURS)	02/20/2010	02/21/2010	Patrick Henry Comm College, Stuart VA	6	Funded	Steve Allen	(276) 692-7731
42310013	MAYDAY, FIREFIGHTER DOWN 16-HOUR PROGRAM	03/01/2010	03/07/2010	Frederick Co. Public Safety Bldg.	2	Non-Funded	Larry A. Oliver	(540) 665-6388
44110017	MAYDAY, FIREFIGHTER DOWN 16-HOUR PROGRAM	04/10/2010	04/11/2010	Independence Volunteer Fire Department	4	Funded	Division 4 Office	(276) 783-1446
42310015	N.F.A. - NIMS/ICS FOR THE FIRST RESPONDER	04/10/2010	04/11/2010	Frederick Co. Public Safety Bldg.	2	Non-Funded	Larry A. Oliver	(540) 665-6388
46110149	N.F.A. - PREPARATION FOR INITIAL COMPANY OPERATION (PICO)	03/20/2010	03/21/2010	Henry County Training Center	6	Funded	Ted Anderson	(276) 403-5325
44110021	N.F.A. - STRATEGY AND TACTICS FOR INITIAL COMPANY OPERATIONS	03/13/2010	03/14/2010	Pulaski Volunteer Fire Department	4	Funded	Division 4 Office	(276) 783-1446
46110148	N.F.A. - STRATEGY AND TACTICS FOR INITIAL COMPANY OPERATIONS	02/20/2010	02/21/2010	Henry County Training Center	6	Funded	Ted Anderson	(276) 403-5325
40410014	N.F.A. INCIDENT SAFETY OFFICER (ISO)	02/20/2010	02/21/2010	18121 Technology Dr.	0	Partial	Byrne	(703) 771-4700

46310141	N.F.A. INCIDENT SAFETY OFFICER (ISO)	02/27/2010	02/28/2010	Saunders Vol. Fire Company	6	Non-Funded	Lee Day	(540) 587-0700
41110187	N.F.A. LEADERSHIP I: STRATEGIES FOR COMPANY SUCCESS	03/13/2010	03/14/2010	Hopewell Fire Station #1	1	Funded	Chris Allin	(804) 691-7674
48110031	NFA - JUVENILE FIRESETTER I	03/30/2010	03/31/2010	Alexandria Fire Training	8	Funded	JD Jenkins	(804) 249-4177
48110030	NFA - JUVENILE FIRESETTER II	03/24/2010	03/25/2010	Norfolk	8	Funded	JD Jenkins	(804) 249-4177
48110032	Public Fire & Life Safety Educator I (NFPA 1035)	04/12/2010	04/14/2010	Waynesboro	8	Funded	JD Jenkins	(804) 249-4177
41110154	Rural Water Supply 16-Hour Training Program	02/27/2010	02/28/2010	West Point VFD	1	Funded	Joseph Hirtz	(804) 337-9543
43110059	Rural Water Supply 16-Hour Training Program	03/06/2010	03/07/2010	Cumberland Vol. Fire Dept.	3	Funded	Kevin Ingle	(804) 517-0987
49110249	VEHICLE RESCUE AWARENESS AND OPERATIONS	02/27/2010	02/28/2010	Russell	9	Funded	Sam Burnette	(804) 249-1969

### COMMENTS FROM THE VDFP DIRECTOR OF FINANCE

Christine Lopilato provided the following information:

- SCBA Maze Simulators and VDFP eligibility
  - Update on the AFG/SAFER Reauthorization: H.R. 3791 Fire Grants Reauthorization Act of 2009: passed the House on November 18, 2009. The bill was referred to the Senate Homeland Security Committee. There have been no hearings; and no hearings have been scheduled on this bill yet. Once the Senate takes action, another update will be given.

### COMMENTS FROM THE COMMITTEE CHAIR

Ken Jones stated he would not be seeking reappointment on the Virginia Fire Services Board (VFSB) due to significant work requirements. Mr. Jones' appointment expires June 2010.

### UNFINISHED BUSINESS

#### Topic: Mobile Burn Building IFB Update

**Motion:** NA

**Discussion:**

Christine Lopilato, VDFP, stated that the IFB closed on 1/27/10 and there were two (2) bidders: Kidde and Fireblast.

- From a pricing perspective, Kidde's price is a bit better than the previous bid - \$560,500 for the fire trainer and \$7,315 for the technical support service agreement. Fireblast 451's price is \$394,937 for the fire trainer, with technical support service agreement for the first year included in the bid price.
- Both bidders had deviations. The Agency has completed its review and evaluation of the two bids.
  - Kidde's bid deviations are the same as last time, and are deemed acceptable in meeting our minimum specifications.
  - Fireblast has several deviations from the specifications that cause concern for safety and operations. Our concerns have been reported to DPS; DPS concurs with DFP's exceptions to Fireblast's deviations and deems Fireblast's deviations as unacceptable in meeting the minimum specifications. Fireblast's bid is considered nonresponsive due to the unacceptable deviations.
- DPS has issued the Notice of Intent to Award, which will be posted for a 10-day period.

**Vote:** NA

**Action:** NA

**Topic: 5 Year Training Plan Update**

**Motion:** NA

**Discussion:**

On Wednesday, November 5, 2009 members of the VFSB and the Agency held a workgroup to begin the development of the Board's 5 Year Training Plan. At the conclusion of the meeting, the notes from the workgroup were sent to the committee members and the Agency for their review and comments.

It was requested that the notes from the November 5<sup>th</sup> meeting be sent to each Board member for distribution to their respective organizations. Ken Jones was the POC to receive comments.

The next 5 Year Training Plan meeting is schedule for Friday, February 26, 2010 at 2 pm in Room 4B of the Virginia Beach Convention Center.

A copy of the comments received back from the various stakeholder groups was passed out – Enclosure 1.

**Vote:** NA

## NEW BUSINESS

### Topic: Quality Assurance Program

**Motion:** NA

**Discussion:**

This topic was covered under the Branch Chief of Operations liaison report.

**Vote:** NA

**Action:** NA

**Action:** NA

### Topic: Medal of Valor Review Board Overview

**Motion:** NA

**Discussion:**

The Medal of Valor Review Board was commissioned by the Governor's Office and the members are appointed by the Governor.

Historically, the nominations for the Medal of Valor awards have been low. The Medal of Valor Board is working on a marketing campaign to heighten the awareness within the fire services.

Each VFSB Member has been encouraged to promote these awards and nominate their staff as applicable.

**Vote:** NA

**Action:** NA

### Topic: Haiti Video Rescue Clip

**Motion:** NA

**Discussion:**

The Board was shown a video clip of a rescue of a Haitian little girl and little boy by a Virginia search and rescue team.

**Vote:** NA

**Action:** NA

**ADJOURNMENT**

The Committee adjourned at 10:08 am.

Clerk of the Committee  
Brook M. Pittinger

**REVIEWED BY:**

*Donald E. Hansen*

Don Hansen  
Branch Chief of Training & Operations

February 26, 2010  
Date

**Enclosure:**

1. Quality Assurance – Instructors
2. Stakeholder Comments on the Board's 5 Year Training Plan

APPROVED

## **Enclosure 1**

### **QUALITY ASSURANCE: INSTRUCTORS**

The goal for instructional quality assurance is to ensure Instructors for the Virginia Department of Fire Programs (VDFP) meet the requirements for conducting approved VDFP Programs. VDFP will ensure all instructors are: qualified to conduct approved attendance and certification programs; have maintained their instructor credentials by meeting field instruction and course update requirements.

#### Instructor Qualifications:

##### **Pre-Course:**

- Instructional Cadre meet the minimum required Instructor Level
- Meet the National Fire Protection Association/Virginia Fire Services Board requirements
- 100% Attendance and successful completion of attendance and certification “Train-the-Trainer” programs

#### Instructor Maintenance:

##### **Adjunct**

- Instruct once within a 12-month period from last compensation
- Attend a VDFP approved ‘Instructor In-service’ within a 2-year period
  - Comply with Department of Human Resources mandates on the VDFP Knowledge Center
- Conduct Required hours of training per discipline within a 24-month period
- Submit a ‘*Field Instruction Validation Form*’ by January 15<sup>th</sup> of each calendar year
  - Must submit and maintain a valid e-mail address on the VDFP Fire Service Training Record System to be listed on the agency’s List Service for instructional updates and information.
- Remain current in credentialed program
  - Newest T-T-T
  - Meets T-T-T requirements for program through
    - Knowledge Center
    - Classroom
    - List Service
- Ensure he/she is aware of the current VDFP policy governing training programs
  - VDFP- Operation Manual (Quarterly Revisions)

##### **Non-Adjunct**

- Hrs/2yrs per calendar year
- Conduct Required hours of training within a 24-month period
- Submit a ‘*Field Instruction Validation Form*’ each calendar year
  - Must submit and maintain a valid e-mail address on the VDFP Fire Service Training Record System to be listed on the agency’s List Service for instructional updates and information.

- Remain current in credentialed program
  - Newest T-T-T
  - Meets T-T-T requirements for program through
- Knowledge Center
- Classroom
- List Serv
- Ensure he/she is aware of the current VDFP policy governing training programs
  - VDFP- Operation Manual (Quarterly Revisions)

**Instructor Performance:**

Instructor performance and skill levels will be monitored. VDFP Instructor Trainers will be utilized to evaluate instructional cadre in the field. Designated evaluators will be assigned by Program Managers to conduct evaluations. Designated evaluators will utilize Instructor Evaluation forms and procedures. Immediately following field evaluations, the Instructor Evaluator will discuss deficiencies with the instructor.

The evaluated instructor will have the opportunity to sign the evaluation form, refusal of signature by the instructor being evaluated will be documented by the Instructor Evaluator. The Instructor Evaluator will forward the completed evaluation form with his/her comments to the appropriate Program Manager.

The Program Manager will review the submitted evaluation. He will make comments and notations as required and forward the final evaluation to the instructor that was evaluated. Based on the results of the completed evaluation, the Program Manager may initiate the following actions in compliance with the Department of Human Resources guidelines:

- Verbal Counseling
- Written Counseling
- Suspension
- Instructor Review Panel

**Evaluation Procedures:**

Designated Evaluators

- Instructor Trainers and Program Managers will be utilized as training program Instructor Evaluators
- Instructor Trainers and Program Managers will be responsible for evaluating instructional delivery for presentations and/or skill training sessions
- Training program instructors will be monitored based on the following conditions and/or occurrences
  - Poor performance evaluation
  - Complaint and/or participant concerns
  - To meet agency's evaluation criteria
- How training program instructors will be monitored
  - Skill (*form*)
  - Performance (*form*)

## APPENDIX B



# VIRGINIA DEPARTMENT OF FIRE PROGRAMS

## Evaluation of Instructional Methods

Instructor Candidate: _____	Trainer: _____	Location: _____
School #: _____	Lesson / Topic: _____	Date: _____
Teaching Level: _____		<input type="checkbox"/> Instructor Evaluation

**\*\* INSTRUCTOR TRAINER:** Evaluate Instructor Candidate in only one of the following areas:  Cognitive Development  \_\_\_\_\_  
 (check 1 box and see respective area below).

<b>Scoring:</b>	Meets standards.....3	
Does not meet standards or expectations.....1	Exceeds requirements and consistently performs instructional tasks in a professional and competent manner.....4	
Attempts but does not completely meet requirements.....2	Exceptional performance as an instructor. Performance is a model of quality and effectiveness.....5	

<p><b>Lesson / Teaching Preparation:</b></p> <p>Gains attention through appropriate introduction _____</p> <p>Starts lesson with a motivator to gain interest and focus _____</p> <p>Clearly states lesson objective(s) and relates to motivator _____</p> <p>Lists the main overview points and relates to the objective(s) _____</p> <p style="text-align: right;"><b>Subtotal Points:</b> _____</p> <p><b>**Cognitive, Knowledge and Classroom Development:</b></p> <p>Introduces new (unknown) knowledge, related to old (known) _____</p> <p>Interests participants with various teaching styles/learning activities _____</p> <p>Encourages questions and discussion, stimulates ideas _____</p> <p><i>*Demonstrates knowledge related to lesson objective</i> _____</p> <p><i>*Concludes with review and summary of main points</i> _____</p> <p style="text-align: right;"><b>Subtotal Points:</b> _____</p> <p><b>Learning Enhancement:</b></p> <p>Uses instructional, supplemental, and support materials _____</p> <p>Made modifications to the learning environment _____</p>	<p><b>Self Presentation:</b></p> <p>Appears neat, clean; dresses appropriately for presentation _____</p> <p>Engages learners in appropriate eye contact _____</p> <p>Paraphrases material with appropriate language at student level _____</p> <p>Projects voice; uses expression, voice inflection _____</p> <p>Avoids/minimizes hesitation sound (um, uh), fillers (ok) etc. _____</p> <p>Uses appropriate gestures/expressions for emphasis _____</p> <p style="text-align: right;"><b>Subtotal Points:</b> _____</p> <p><b>Program Facilitation:</b></p> <p><i>*Achieves objectives in cognitive development and/or psychomotor skills</i></p> <p>Adapts lesson and uses interactive participation to meet standards, guidelines _____</p> <p><i>*Assures safe environment; gives written, oral safety guides for skills/hazards</i></p> <p>Uses various teaching methods to provide many opportunities for participants to meet objectives &amp; learn successfully _____</p> <p>Uses planned lesson to cover appropriate material in _____</p>
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*\*Demonstrates effective time management*

\_\_\_\_\_ a given time \_\_\_\_\_  
\_\_\_\_\_ Attends to administrative details (attendance form, \_\_\_\_\_  
\_\_\_\_\_ handouts, etc.) \_\_\_\_\_

Subtotal Points: \_\_\_\_\_

Subtotal Points: \_\_\_\_\_

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Minimum required  
score: \_\_\_\_\_

**Total Points  
Earned:**

*\*(Pass/Fail) Must receive minimum of 3 points.*

**Instructor Trainer:** If total points earned are less than minimum required score, discuss ideas with the Candidate for developing methods to improve. Encourage Candidate to perform self-evaluation, adjust teaching style, and act on suggestions from formal and informal evaluations.

**Remember:** Score the Candidate in only the one category of Cognitive Development or Psychomotor Skills, whichever is appropriate for the lesson.

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**Discussion:** Review and reflect on teaching methods used when the instructor earns less than 3 points in any area under any category (see Learning-Teaching Goals below). Suggest or give examples of alternative methods but always reinforce effective teaching techniques.

Comments: \_\_\_\_\_

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**Learning-Teaching Goals:** Instructors who use a variety of cognitive and psychomotor teaching methods will have students also working in the effective domain. Developing affective domain results in learners/emergency services personnel who will:

- Attend to instruction and learning with outcomes ranging from awareness to selecting critical information for immediate action.
- Respond to, actively participate in, and react appropriately to instruction with interest; feel satisfaction from learning.
- Learn the value of a particular behavior or action and adopt those values by demonstrating appropriate responses and behaviors.
- Work with others to share different values and resolve conflicts.
- Develop pervasive, consistent, predictable behaviors such as self-reliance, safety consciousness, cooperation, objective problem solving, and discipline.

\_\_\_\_\_  
Instructor Trainer Signature

\_\_\_\_\_  
Date

**Pass**  
**Fail**

\_\_\_\_\_  
Instructor Candidate Signature

\_\_\_\_\_  
Date

## APPENDIX C

Virginia Department of Fire Programs  
Instructor Training Validation

12/9/2009

Instructor:

Last Name	Suffix	First Name	MI	Last 4 of SSN	FDID	
Street Address				Home Phone No.		Work Phone No.
City		State		Zip		Cell Phone No.
E-mail Address (Must have current e-mail on file in FSTRS)				Assigned Division		Highest Instructor Level

**Instructions:**

The Virginia Department of Fire Programs requires credentialed instructors who have successfully completed a VDFP “Train-the-Trainer” program to validate their instructional hours from all programs taught between January 1 and December 31 of each calendar year.

VDFP Instructors are required to complete this two page form to satisfy their training program’s ‘field instruction’ requirements. Instructors failing to **complete and submit this form to their Division Office by January 15<sup>th</sup>** of each calendar year may lose their “Train-the-Trainer” credentials. An Instructor who fails to meet a training program’s field instruction requirements will have their “Train-the-Trainer” credentials removed from the Fire Service Record System and be required to re-attend the program’s “Train-the-Trainer” program.

<p><b>Division 1 Office</b>                  1005 Technology Park Dr.                  Glen Allen, Va. 23059                  (804) 249-1995</p>	<p><b>Division 2 Office</b>                  205 Caroline St.                  Orange, Va. 22960                  (540) 672-1277</p>	<p><b>Division 3 Office</b>                  124 N. South St.                  Farmville, Va. 23901                  (434) 392-3277</p>	<p><b>Division 4 Office</b>                  Gray Rock Plaza                  945 H North Main St. Hampton, Va. 23669                  Marion, Va. 24354</p>	<p><b>Division 5 Office</b>                  1300 Thomas St. Rm 216                  (757) 727-4700</p>
	<p><b>Division 6 Office</b>                  6746 Thirlane Rd.                  Roanoke, Va. 24019                  (540) 561-7460</p>	<p><b>Division 7 Office</b>                  16591 Courage Ct.                  Leesburg, Va. 20175                  (703) 771-4700</p>	<p><b>Administrative Offices</b>                  1005 Technology Park Dr.                  Glen Allen, Va. 23059                  (804) 371-0220</p>	

