

VIRGINIA FIRE SERVICES BOARD
Fire Education and Training Committee
December 1, 2011

A regular meeting of the Committee on Fire Education and Training was held at the VDFP Headquarters in Glen Allen, VA at 9:00 a.m. Mr. Kenneth Brown served as the Interim Chair.

COMMITTEE MEMBERS PRESENT

Kenneth J. Brown – *Interim Committee Chair* – Virginia State Firefighters Association
James Armstrong – Virginia Chapter of the International Society of Fire Service Instructors
Richard E. Burch Jr. – Virginia Fire Services Council
Joe Wilson – Industry (SARA Title III & OSHA)
Edwin Smith – Virginia Fire Chiefs Association

COMMITTEE MEMBERS ABSENT

Thomas Moffett – *Committee Chair* - Virginia Professional Firefighters Association
James Wheeler – Virginia Municipal League
Felix Sarfo-Kantanka Jr. – General Public

VFSB MEMBERS PRESENT

Michael Reilly – Virginia Chapter of the International Association of Arson Investigators
Robert Scott – Insurance Industry
Carl Garrison – Virginia State Forester

AGENCY MEMBERS PRESENT

Billy Shelton	Don Hansen	Russ Chandler
Brook Pittinger	Dave Jolly	Matthew Smith
Mallory Nash	Tom Berry	Susan Nichols
Steve Grainer	Glenn Dean	

GUESTS PRESENT

Chris Hubbard	Jeff Flippo	Ron Hargrave
Matt Greggs	Robbie Dawson	Laurie Gurley

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ROLL CALL

CHANGES IN THE AGENDA

Consent Agenda

- A. Approval Of The Minutes Of The Previous Meeting
- B. Report From The VDFP Director of Finance

Unfinished Business:

- A. Emergency Vehicle Operations Course

New Business:

- A. Five-Year Strategic Training Plan Update
- B. Training on Holidays
- C. Class Cancellation Policy

PUBLIC COMMENTS

Michael Reilly discussed Fairfax County's Unified Hostile Incident Action Guide that was developed jointly by Fairfax County's police and fire agencies as a guide for handling hostile incidents. Localities are encouraged to review and utilize as necessary in their locality and it can be found on VDFP's website at

http://www.vafire.com/government_affairs/FairfaxCountyPD-FRDUnifiedHostileEventActionGuide.doc and
http://www.vafire.com/government_affairs/FairfaxCountyPD-FRDUnifiedHostileEventGuidelines.ppt .

Brook Pittinger reminded the Board members that their Conflict of Interest filings are due to the Board Clerk by December 2, 2011. Further, Brook Pittinger reminder the Board members that they may have been notified about their biennial Conflict of Interest training and that they need to go onto the Agency's Knowledge Center to complete it.

Additionally, Brook Pittinger reminded Board members to promote and encourage nominations for the Governor's 2011 Virginia Fire Services Awards and that nomination forms can be found online, http://www.vafire.com/fire_chat/2011GovernorsFireServiceAwards.pdf.

CONSENT AGENDA

Topic: Consent Agenda

Motion: To approve the Consent Agenda as presented.

Discussion: None

Vote: Unanimous

Action: Motion Carries

**REPORT FROM THE VDFP LIAISON
Donald Hansen, Branch Chief of Training & Operations**

Don Hansen provided the following report:

The Training and Technical Services and Training and Operations Branches' are in the process of concluding the first semester of the FY12 training calendar. Each of the Division Chiefs has been working diligently with their prospective program area's to complete requested courses for the first semester of FY12.

1. **Instructor In-service 2011** – The 2011 Instructor In-service is posted to the Knowledge Center. The In-Service consists of a 50-minute session on VDFP updates and a 30-minute session on HR training. The In-Service training is mandatory for all current Part-time Instructors and optional for non-compensated local instructors. The In-Service training deadline for wage instructors is December 16, 2011. Currently, **281** instructors have completed the In-service training.
2. **Instructor Symposium 2012** – The Spring 2012 Instructor Symposium will be offered in the Tidewater Division 5 Region. The location and Train-the-Trainer opportunities will be announced on the VDFP website once the Instructor Symposium facility is secured.
3. **Knowledge Center** – Currently, there are 12 classes published to the Knowledge Center, which meet the demands of the Fire Service, Emergency Medical Services and Law Enforcement personnel. To date, the agency has **6,171** registered users; an increase of **193** registered users since the October Board meeting.
4. **NFA In-State Weekend** - Plans for the Spring NFA In-State Weekend are in full swing. The site for the spring 2012 event will be the J. Sergeant. Reynolds Community College West Campus in Goochland VA. At this time, the following courses will be offered: F730-Health & Safety Officer, F461-DMICO Train-the-Trainer, F321-Incident Command System for Highrise Ops, F322-Incident Command System for Structural Collapse, and F273-Marketing Fire Prevention in your Community.
5. **No Show Report** – Thirteen students were identified as first time offenders of the No Show Policy since the October Board Report. By agency policy, each locality was advised of the no show offense. During the same period, there have been no second time offenders of the No Show Policy.

Training and Technical Services Branch

6. Airport Rescue Fire Fighting (ARFF) Division:

- a. The ARFF Program has completed its fall training session. The fall training session consisted of five funded Aircraft Live Fire Training classes, one funded ARFF Certification Class, one funded General Aviation class, two non-funded ARFF certification classes, and one non-funded General Aviation class. The funded General Aviation class was cancelled due to low enrollment. Two hundred and ten firefighters attended the Aircraft Live Fire Training sessions. There were 12

students in the funded ARFF Certification Class and 21 students in 2 non-funded ARFF Certification Classes. Twelve students attended the non-funded General Aviation class.

- b. Additionally, the ARFF Trainer was displayed at the Public Safety Expo held at the State Police Headquarters on November 10, 2011.
- c. The ARFF Trainer is currently undergoing scheduled preventative maintenance to prepare for next semester's training events.

7. National Incident Management System (NIMS) Program Division:

- a. Since the October Board meeting, the following courses have been conducted through the NIMS program office: NIMS ICS for the Fire Service (2), which meets ICS 100 & 200 criteria; ICS-300 (11); ICS-400 (3); and Command & General Staff Functions-Practical Evolutions (C&GSF-PE).
- b. The NIMS program office will continue to support requests for ICS training (ICS 100-400), Unified Command, and IS course classroom delivery as well as Command and General Staff Functions for the Local Incident Management Team (C&GSFLIMT), C&GSF-PE, and "ICS Planning & Forms" with available resources including instructors and materials when requested.
- c. The NIMS Program office also provides administrative and funding support for National Fire Academy (NFA) approved courses delivered through the VDFP Division Offices. The State's NFA Grant has not been released, as of November 8, 2011, which is probably due to budget issues.
- d. The NIMS Office conducted the second quarterly VDFP Mobile Incident Support Team (MIST) exercise in New Kent County October 26-27, 2011. During the exercise, the participants were faced with additional challenges to ready themselves for actual deployment conditions. The scenario was a winter storm situation based upon circumstances similar to those encountered by many localities during the winter of 2010-11.
- e. Following the exercise, VDFP Logistical Support was requested through Hanover County to support temporary office space with the three MIST Trailers and support personnel. Each unit was integrated into Hanover's emergency operations to augment on-site facilities. On Friday, October 28th, the victim was located in the North Anna Battlefield Park area and transported to a local medical facility for observation.
- f. Chief Grainer continues to provide national support and education to many National Conferences at no cost to the Commonwealth or Agency.

- g. Richard Burch requested information on the Mobile Incident Support Team (MIST Teams) and their capabilities. The Agency noted that the MIST Teams are a State Resource and a component of the Virginia Emergency Response Team (VERT) that can support local Incident Management Teams during an emergency/disaster. Further, the MIST Teams must be requested through the Virginia Emergency Operations Center (VEOC) via Emergency Support Function (ESF) 4 – Firefighting and ESF 7 – Logistics and are just one of the resources available through the VEOC.

8. Technical Rescue Division:

- a. The technical rescue programs are being updated. The Introduction to Technical Rescue is complete and the Level I programs are being finalized.
- b. Advertisement for the spring technical rescue programs will begin in December.
- c. On November 8th, a meeting was held with most of the training officers from Division 5 to discuss the technical rescue programs. It was a very productive meeting with everyone understanding why the changes were being made.

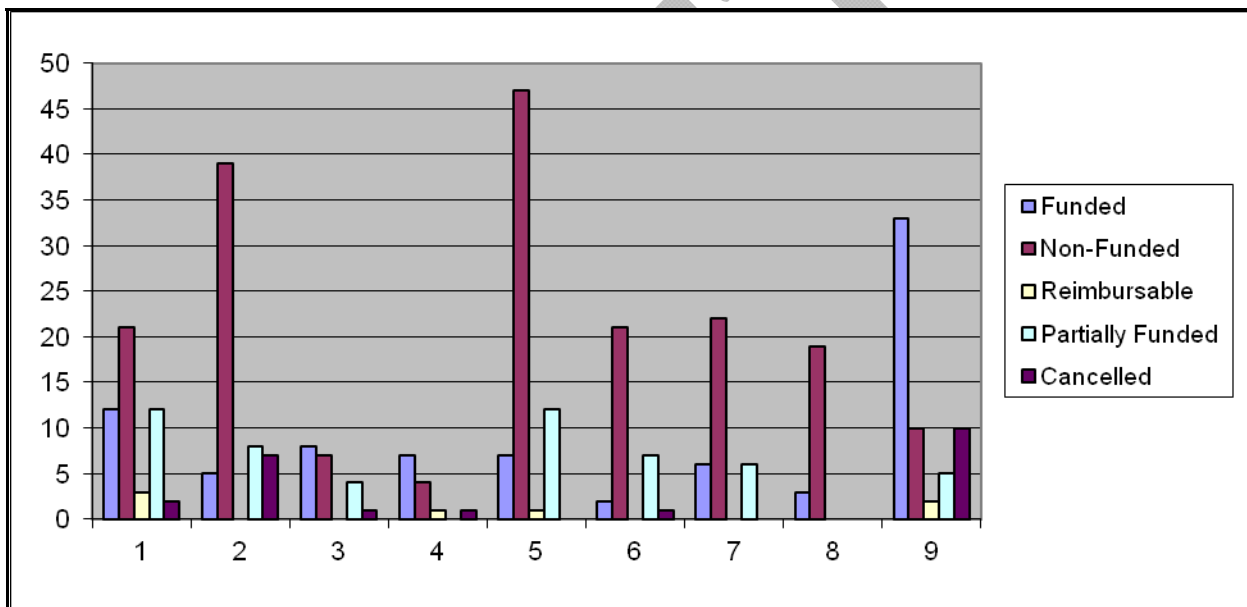
9. Quality Assurance and Course Curriculum Division:

- a. The Agency is currently working on one instructor review and should have it completed by the time the December meeting is held.
- b. One of the final two pilots for Instructor III is currently being held. The final Instructor III pilot is scheduled during January. The Board should receive the program for review at the February meeting.
- c. The Quality Assurance Committee has continued work with an anticipated completion date of late January 2012.
- d. The Agency is working with the Propane Association on the rewrite of the L.P. Gas program. We are hoping to have this project completed by late January and be able to pilot the program this spring.

10. Statistical Data October 1, 2011 through December 2011

Division	Funded	Non-Funded	Reimbursable	Partially Funded	Cancelled	
0	0	1	0	0	5	
1	12	21	3	12	2	

2	5	39	0	8	7	
3	8	7	0	4	1	
4	7	4	1	0	1	
5	7	47	1	12	0	
6	2	21	0	7	1	
7	6	22	0	6	0	
8	3	19	0	0	0	
9	33	10	2	5	10	
Total	83	191	7	54	27	362



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

11. **Available courses FY11** - Note: A dynamic document that is not inclusive of the entire listing of courses offered through the Commonwealth of Virginia is listed on the Homepage for the Virginia Department of Fire Programs. For local non-funded courses, localities have the option whether or not to advertise the course on-line.

COMMENTS FROM THE COMMITTEE CHAIR

Ken Brown commented that he appreciated the opportunity to fill in for the the normal Chair Thomas Moffett.

UNFINISHED BUSINESS

Topic: Emergency Vehicle Operations Course (EVOC)

Motion: N/A

Discussion: Ken Brown commented that at the last meeting he requested and received the current and previous curriculum versions of the EVOC Course as well as the VFIS Course. He felt that the VFIS Course provides equivalent information to the VDFP EVOC Course, and provides additional information in certain areas such as intersections. David Jolly commented that the VFIS program with four modules was jointly developed and sent out to all the local fire departments and local EMS agencies. Further, the Agency's EVOC attendance course was originally developed to address Chapter 4 of NFPA 1002. Additionally, the VFIS program is a copy written product of VFIS, therefore, the Agency cannot make additional copies of the program for distribution and that each Division Office has a copy that can be made available.

Billy Shelton commented that the VFIS program was developed jointly by the VSFA, OEMS and VDFP. Billy Shelton commented that Memoranda of Understandings (MOUs) are in place with several jurisdictions and the Agency in which the Agency recognizes the VFIS certificate as equivalent to the VDFP EVOC course when VFIS includes the Virginia laws into the presentation. For instance, Fairfax County uses VFIS exclusively.

Further, Billy Shelton commented that VFIS is offering that service to their clientele and it would be inappropriate for the Agency to promote or send localities to the insurance industry, as it is a paid service. Ken Brown commented that the Agency should at least promote that it recognizes the VFIS course as equivalent to the Agency EVOC course. It was noted the OEMS Administrative Statute does state that the VFIS EVOC courses and the joint OEMS/VDFP EVOC course are recognized EVOC courses.

The Committee and Agency further discussed various methods for localities to utilize and customize the available EVOC courses to their jurisdiction's needs to include separating the program into four modules.

Vote: N/A

Action: N/A

NEW BUSINESS

Topic: Five-Year Strategic Training Plan Update, Enclosure 1

Motion: N/A

Discussion: Donald Hansen commented that the updated Driver/Operator – Pumper (DPO) and the Driver/Operator - Aerial (DOA) courses will be provided to the Committee

members at the end of the meeting to review and approve at the February Board meeting.

The Committee and Agency reviewed the status updates to the Five-Year Strategic Training Plan; see **Enclosure 1**. Below are highlighted conversations in addition to the updates noted in Enclosure 1. The Agency has 24 Pro-Board accredited programs and are beginning the process to obtain dual accreditation with the International Fire Service Accreditation Congress (IFSAC). The Committee and Agency discussed the differences between IFSAC and Pro-Board accreditation process in which both IFSAC and Pro-Board uses the same NFPA Standards. However, IFSAC accreditation goes deeper into the curriculum, where as Pro-Board places greater emphasis on testing and test bank security.

Richard Burch re-expressed his concerns of the dual accreditation and that he hopes that this does not require our programs to increase the training hours. The Agency commented that dual IFSAC/Pro-Board accreditation of programs should not cause program hours to increase. Additionally, the Agency noted that the Agency has been a member of Pro-Board and IFSAC for a number of years and will begin by only seeking dual accreditation for one program to learn the process prior to seeking dual accreditation for the remaining 23 Pro-Board accredited programs.

The Agency and Committee discussed the benefits of dual accreditation in that it allows for increased training portability between jurisdictions (local, state, federal, international). Further, states are beginning to go to dual accreditation, but there still exist States that are Pro-Board or IFSAC accredited only. Thus, dual accreditation allows Virginia to recognize a firefighter's training from outside the state and for Virginia firefighter's to have their training recognized outside the state. Billy Shelton noted three examples of firefighters coming from North Carolina, Montana and Manitoba, Canada, and variances in credentialing.

Edwin Smith commented that he would like to know the benefit of the dual accreditation because he knows of many career, combination, and volunteer departments that are going to retrain Firefighters regardless. Billy Shelton commented that many jurisdictions do not have the luxury to have recruit academies and will only hire personnel with training certification. For example, indexed airports and the Department of Defense will not hire personnel that do not already have the training certifications, as well as many smaller cities and towns.

Richard Burch restated his question on whether seeking IFSAC accreditation would increase the training hours of our programs. Billy Shelton commented that Pro-Board and IFSAC use the same NFPA Pro-Qual Standards, which change every five years through a peer review process. The Agency's training is developed from the NFPA Pro-Qual Standards and the dual accreditation will not increase the number of training hours. Further, the Agency reminded everyone that the VDFP programs are solely

voluntary and there are no state training mandates regarding firefighter training in the COV § 27. As this is a Dillon Rule State, it is up to the Authority Having Jurisdiction (AHJ), i.e. the locality, to utilize the Agency's training and/or require Pro-Board certifications.

The Agency and Committee discussed the usage of the mobile burn trailers (MBT) as a supplemental tool for locations that do not have a static burn building or when a burn building is temporarily out of service. The Agency noted that the mobile burn trailers are not an end-all be-all for live-fire training. Joe Wilson commented that a short video on the uses of the MBT and what to expect when using the MBT might be appropriate to help clear up misconceptions on the purpose of the units.

The Agency stated that Fire Instructor I and Fire Officer II will be going online in the spring, to provide additional blended learning opportunities. Additionally, it was piloted in Northern VA and will be piloted in Southwest VA. Previous pilot participants have noted a benefit because it allows for more interaction in the practical portion.

The Agency and Committee discussed how instructor's are tracked in terms of the courses taught, via the Fire Service Training Record System (FSTRS). It was noted, that instructors are not notified of when they are about to lose their teaching credentials, it is their responsibility. Additionally, instructors do not have to teach 16 hours for each specific course that they are credentialed to teach, it is based on the curriculum/career track. For instance, you do not have to teach 16 hours of Rural Water Supply, Basic Pump and Driver Pumper Operator, etc; you only have to teach 16 hours within that curriculum/career track. The curriculum/career tracks are listed in the administrative guides and the initial train-the-trainers, but there is no singular document.

Richard Burch stated that while we keep mentioning that there is a three (3) to five (5) years or possibly eight (8) years until there may be NFPA training currency requirements. Will there be adequate time after the new standards are issued to implement a statewide training currency plan? Billy Shelton commented that while NFPA may recommend training currency, it is up to authority having jurisdiction as to whether or not they choose to adopt and require training certification and by extension training currency. Further, those jurisdictions that choose to adopt the new Pro-Qual standards will then have two years after the standard is promulgated to comply with the standard. Thus, the Agency's training programs that are Pro-Qual certification courses would have two years to comply with a training currency requirement.

Vote: N/A

Action: N/A

Topic: Training on Holidays

Motion: N/A

Discussion: Richard Burch commented on an email received in regards to training on holidays, related to Veterans Days and the Law Enforcement School. Donald Hansen commented that the Division Chiefs currently work with localities when training courses are scheduled that may conflict with a holiday(s).

Robbie Dawson commented that for Chesterfield County, it cost overtime for his people to attend training on holidays.

Russell Chandler commented that based on the current demand for Virginia Fire Marshals Academy courses, the Academy runs courses for 51 weeks. Further, Russell Chandler commented that Agency will continue to review the situation, work with localities and come back to the Board.

Vote: N/A

Action: N/A

Topic: Class Cancellation Policy

Motion: N/A

Discussion: Donald Hansen commented that the Agency does have a class cancellation policy. Courses go onto FSTRS and only come off when they are filled or ten days prior to the course start date to allow ample time for Instructors to prepare for the course. The no-show policy and the class cancellation policy work collectively together. The problem is when we are getting close to the minimum number of participants and there are unexpected no-shows the first day of training.

David Jolly commented that the technical rescue courses are established in six-month intervals, i.e. a Fall and Spring schedule. For the specific incident in Henry County, the class was up to 22 participants. As the course came closer, per the no show policy, individuals began to notify that they would not be at the training. In addition, Henry County continued to assure the Agency that they would make the number of participants. However, on the morning of the first day of the course, only eight (8) participants were there. As module one and module two were being held concurrently, the course was cancelled because module two, which is practical evolutions, requires a minimum of 12 participants, so the instructors cancelled the course. After further investigation, the Agency uncovered that one of the individuals that travelled to this training, had the same training in his jurisdiction, but was barred from attending due to a local issue.

The Agency and Committee discussed course cancellation ramifications and possible solutions. Joe Wilson commented that part of the problem could be that the classes are

free, if there was a reasonable fee that could be refunded upon attendance, it might induce participants to attend in lieu of a last minute no-show. The Agency noted that the Agency is not authorized to do this. Ken Brown commented that he felt that the Agency did its duty to try to hold the class within the policy parameters, but feels that the course should be offered unless there is a safety issue with having less than the minimum. Richard Burch commented that he does not think the discussion today should have to do with how it was handled, but is there an adjustment necessary to the policy to make this better.

Billy Shelton commented that the Agency has a fiduciary responsibility to the Commonwealth of Virginia and the citizens of the Commonwealth and cannot justify holding a course with eight (8) students and four (4) instructors.

Edwin Smith and Mike Armstrong both expressed their reservations about holding courses below the minimum number of students not only due to safety issues, but also because there may not be enough students for the group exercises and where do you draw the line with how far below the minimum you will go.

David Jolly posed food for thought for the Committee, currently the locality requests and administers the funded, non-funded, reimbursable, etc courses, but maybe the agency could administer the funded schools and work with localities to host it, similar to the regional school concept. In the Henry County case, the Agency was not aware that seven (7) students were coming from outside the locality.

Robert Scott feels that we are treating the symptom instead of the problem, because the person should have been taking the same course in his backyard instead of travelling across the state. The idea of Agency administration of funded courses might provide an avenue to reduce class cancellations.

Ken Brown thanked the Committee and the Agency for their discussion of the topic and that it was not the intention of this discussion to take an action today.

Vote: N/A

Action: N/A

ADJOURNMENT

The Committee adjourned at 11:48 a.m.

Clerk of the Committee
Matthew C. Smith

REVIEWED BY:

Donald E. Hansen

Don Hansen
Branch Chief of Training and Operations

December 7, 2011

Date

Enclosures

1. Five-Year Strategic Training Plan Update

DRAFT