

VIRGINIA FIRE SERVICES BOARD
Fire Education and Training Committee
April 7, 2011

A regular meeting of the Committee on Fire Education and Training was held at the Virginia Department of Fire Programs Headquarters in Glen Allen, VA at 9:00 am. Mr. Mike Armstrong served as Chair.

COMMITTEE MEMBERS PRESENT

Mike Armstrong – Committee Chair – VA Chapter of the International Society of Fire Service Instructors
Edwin Smith –Virginia Fire Chiefs Association
Richard E. Burch Jr. – Full VFSB Chair - Virginia Fire Services Council
Kenneth J. Brown – Virginia State Firefighter’s Association
Joe Wilson – Industry (SARA Title III & OSHA)

COMMITTEE MEMBERS ABSENT

Tom Moffett – Virginia Professional Firefighters Association
Kaye Brown – Virginia Municipal League

VFSB MEMBERS PRESENT

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

AGENCY MEMBERS PRESENT

Billy Shelton	Dave Jolly	Christine Lopilato
Brook Pittinger	Matthew Smith	Angela Thompson
Don Hansen	Tom Phalen	Steve Grainer
Sam Burnette	John Fugman	Melvin Byrne
Ken Muhleman	Tim Estes	Russ Chandler
Dennis Price	Erin Rice	

GUESTS PRESENT

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ROLL CALL

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

The Chair asked if there were any additions and/or corrections to the minutes of the February 2011 meeting. With no changes to the minutes, the February 24, 2011 meeting minutes were approved.

CHANGES IN THE AGENDA

Unfinished Business:

- A. No unfinished business

New Business:

- A. Course Process and Integration of KC Courses
- B. Mobile Burn Trailers – Inaccessible Locations
- C. Five Year Strategic Training Plan Update

PUBLIC COMMENTS

There were no public comments.

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

Don Hansen provided the following report:

- The Training and Technical Services, and the Training and Operations Branches have completed training for the third quarter of the 2011 fiscal year (FY11 Q3) and are now focusing on the final quarter. Each of the program chiefs and discipline specific staff members have been working diligently to finalize requested courses for FY11, and have begun the training request cycle for FY12.
- **Course Approvals for FY11** – All Divisions in the Training and Operations, and the Training and Technical Services Branches are reporting that they are on schedule with the remaining courses for FY11.
- **Instructor Symposium 2011** – The symposium was conducted in Southwest Virginia on April 2 and 3, 2011. There was limited response and participation from instructor candidates in the localities within Divisions 4 and 6, even after numerous attempts to boost enrollment from the region. Four of the seven courses offerings were cancelled due to minimal pre-registration.
 - Planning for the Fall 2011 session of the Instructor Symposium has begun. Melvin Byrne and John Fugman are working with Joe Wilson to hold the fall session at a Northern Virginia college facility.
- **Knowledge Center** – Currently, there are 10 classes published to the Knowledge Center, which meet the demands of the Fire Service, Emergency Medical Services and Law Enforcement personnel. To date there have **5,168** registered users, with **82** registrations since the February Board meeting. On average, the agency receives 25+ new registrations per week.
- **Mobile Burn Trailers** - The mobile burn trailers have been deployed. To date we have used the mobile burn trailers seven times and are continuing to receive requests on a daily basis. Drivers for the mobile burn trailers have completed pre-employment obligations and are working with logistics staff to fill pull schedule requests.
- **NFA In-state Weekend** – The National Fire Academy (NFA) In-state Weekend was conducted at the Wytheville Community College on March 12-13, 2011. Seventy-three students participated with only five no shows. The Virginia weekend at NFA in Emmitsburg, Maryland is September 17-18, 2011 and is being advertised on the agency website. Six courses are being offered, to include: Managing and Leading Change, Leadership III, Wildland Urban Interface Firefighting for Structural Company Officers, Revised Health, Safety Officer Train-the-Trainer and Prevention and Mitigation Advocacy for Small Department Responders and Incident Command Systems for Structural Collapse Incidents.

- **Virginia State Firefighters Association (VSFA) Conference** – The agency and VSFA are collaborating to provide training at the conference in August. In addition to training, the agency will have the Driving Simulator, one of the Fire Investigation trailers, the new Mobile Aircraft Rescue Firefighting Simulator and one of the Mobile Burn Trailers on display at the conference.

Training and Technical Services Branch

Airport Rescue Fire Fighting (ARFF) Division update:

- Since the last VFSB meeting, the Aircraft Rescue Fire Fighting Program has conducted its first training session utilizing the new Mobile Aircraft Rescue Fire Fighting Training System (MARFFTS). The training was conducted at Norfolk International Airport and all twenty-one members of the department participated. Kiddie Fire Trainer, Inc provided a technician during the training in the event of any malfunctions.
- The ARFF Program Chief is chairing the Agency-wide Quality Assurance Committee and the LP Gas Emergencies Committee.

National Incident Management System (NIMS) Program Division update:

- The NIMS Programs Division concluded the NFA course “Command and General Staff Functions in the Local IMT” (CGSFLIMT) for the City of Newport News on March 4. Thirty-five students representing virtually all city agencies participated in the course as a means to develop the city’s capacity to manage major incidents and events.
- Since the February VFSB meeting, the NIMS Program Division has conducted the following courses: ICS-300 (7); ICS-400 (3); NIMS ICS for the Fire Service (5); ICS Planning & Forms (4); CGSFLIMT (1); EMS Role in ICS-Pilot (1).
 - a. The NIMS Program Division will continue to support requests for ICS training (ICS 100-400), Unified Command, and IS course classroom delivery) as well as CGSFLIMT, CGSF-PE, and “ICS Planning & Forms” with available resources including instructors and materials when requested.
- VDFP will conduct the first ICS Position–Specific Training Course for Planning Section Chiefs in the Hampton Roads region May 9-12. Announcements, including admission criteria and applicant procedures, are being distributed regionally and stakeholders. John Miller, the Department of Forestry’s Chief of Resource Protection and Steve Grainer are instructing and both are authorized by Department of Homeland Security (DHS) to instruct the course. Admission will be limited to a maximum of 30 students.
- Steve Grainer continues to serve as a subject matter expert (SME) on state and local NIMS and National Response Framework (NRF) issues for DHS as well as for the Project on National Security Reform (PNSR). On March 9 and 10, 2011 Steve Grainer attended a two-day focus group meeting in Arlington, by DHS invitation, to begin developing a standard NIMS Implementation Guidelines package for Federal agencies, states, territories, localities, and tribal nations.
- VDFP completed delivery of a series of eight ICS Planning & Forms classes for State Police Supervisors as part of their annual In-Service training requirements. This cooperative effort has strengthened ties between fire and law enforcement at the state level. One tangible outcome from the classes has been a significant improvement in the appreciation of ICS by law enforcement personnel who have previously perceived ICS as a “fire service process” and not needed by police. An interesting result of

these classes was the concern by State Police personnel that greater challenges may occur in establishing a viable and functional incident command process when dealing with local law enforcement agencies than with local fire departments. It was suggested on a number of occasions that the fire service should make greater efforts to integrate local law enforcement agencies into training and practices using ICS.

- To date, more than ten Incident Command and related classes are “pending” for delivery through May 2011 with scheduling for additional classes already being made in June and July.
- Don Hansen and Steve Grainer provided additional information and clarification on the purpose and capabilities of the agency’s Mobile Incident Support Teams to the Committee. Mobile Incident Support Teams include a Division Chief and a cadre of adjunct instructors, who are training to assist localities in their Emergency Operations Centers. Mobile Incident Support Teams can be requested through Emergency Support Function 4 in the Virginia Emergency Operations Center. Mobile Incident Support Teams are small, rapidly deployable teams to assist localities, while Incident Management Teams are larger and formally constituted to assist and supplement local emergency management.

Quality Assurance and Course Curriculum Division update:

- The Hazardous Materials Train-the-Trainers have been conducted in all seven divisions as well as a make up session on April 2, 2011. In cooperation with the Virginia Department of Emergency Management (VDEM), the agency will be evaluating the need for conducting the full T-t-T for new instructors.
- The updated Instructor III program will be advertised for final pilot delivery after July 1, 2011. The updated program should be sent to the Education and Training committee at the August meeting.
- The agency staff has met with the Virginia State Firefighters Association regarding the upcoming conference in August. The agency has agreed to provide the audio visual support for the entire conference as well as conduct several training programs over the two days scheduled for training.
- The Emergency Vehicle Operations program is being rolled out to both the agency instructors, as well as, those teaching for Virginia Association of Volunteer Rescue Squads (VAVRS). The committee will now get back together to begin development of the second program, as requested by the Board’s Fire Education and Training Committee.
- The agency has continued to schedule and use the Mobile Burn Trailers throughout the Commonwealth. We are starting to gather some great data that can be incorporated into the report to the VFSB at their June meeting.
- The Quality Assurance Division is looking into several quality assurance concerns that have arisen.
- The agency is working on gaining accreditation through the International Fire Service Accreditation Congress (IFSAC) for the ARFF and Fire Investigator programs, which will increase training portability and be beneficial to military personnel taking our programs for career advancement

Heavy and Technical Rescue Division update:

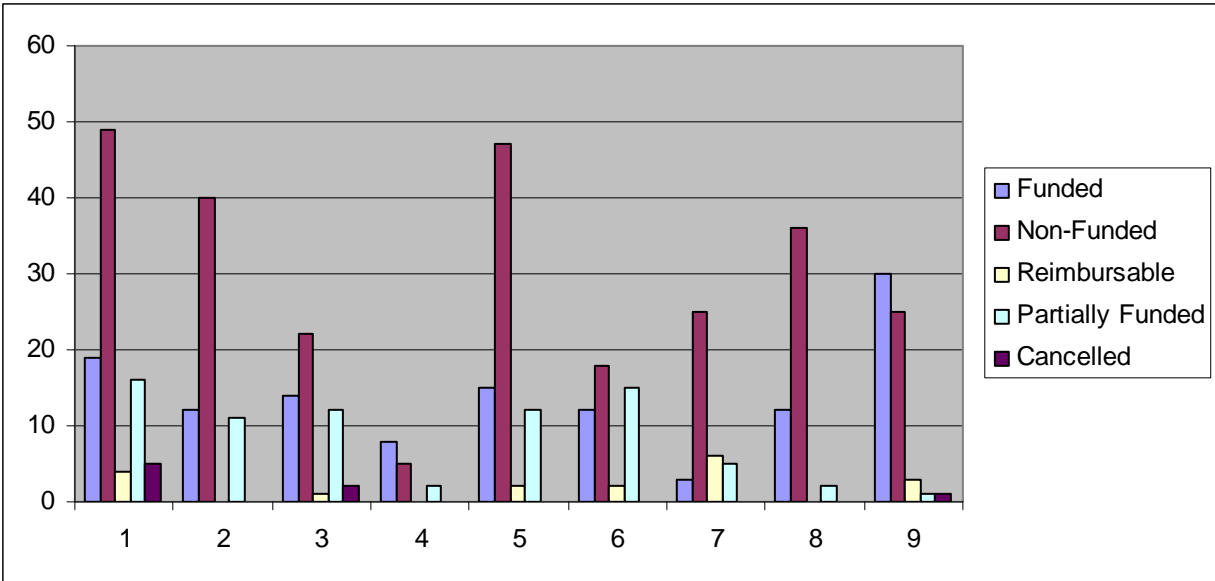
- The Heavy and Technical Rescue (HTR) Division continues to work with jurisdictions throughout the Commonwealth in the delivery of the newly created Introduction to Technical Rescue program. Several courses have been delivered to include Train the Trainer classes. Feedback continues to be positive towards both the program and the training progression requirements. Several departments have been working to deliver this training to their entire staff, not just new entrants.

- The majority of jurisdictions continue to express interest and support for Pro-Board testing for the Introduction to Technical Rescue class. Some jurisdictions have expressed an interest in providing Pro-Board testing for their staff that would otherwise be exempt from the new program. Other jurisdictions have also inquired about adding Pro-Board testing at each level of HTR training.
- In a cooperative effort with VDEM, the HTR Program Chief will serve as the Program Manager for the Commonwealth of Virginia's seven regional technical rescue teams. In this position, the HTR Program Chief will work with the teams to create equipment and training standards, manage federal grant awards, and develop a training schedule to ensure the teams are able to fulfill their missions effectively. VDEM will continue to serve as the agency responsible for the deployment of the teams through Statewide Mutual Aid (SMA).

Statistical Data January 1, 2011 through March 31, 2011

Division	Funded	Non-Funded	Reimbursable	Partially Funded	Cancelled
0	0	17	0	0	0
1	19	49	4	16	5
2	12	40	0	11	0
3	14	22	1	12	2
4	8	5	0	2	0
5	15	47	2	12	0
6	12	18	2	15	0
7	3	25	6	5	0
8	12	36	0	2	0
9	30	25	3	1	1

Total 125 284 18 76 8 511



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

In FY10 Q3 523 courses were held, while in FY11 Q3 511 courses were held. In a Year-To-Date comparison there was a moderate decrease of **113** courses.

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. Localities have the option to have local non-funded courses excluded from the online listing.

**COMMENTS FROM THE VDFP LIAISON
Fiscal Services Director**

Christine Lopilato had no new information to report.

COMMENTS FROM THE COMMITTEE CHAIR

Mike Armstrong thanked the Division and Program Chiefs for the productive meeting with the Fire Education and Training Committee to update the Five Year Strategic Training Plan.

Ken Brown asked the agency about the Traffic Incident Management System (TIMS) program and how it was going to affect the fire service. Don Hansen commented that TIMS training is through the Virginia Department of Transportation. The training is not a mandate and would be an awareness level training that is modularized and available online through the Agency's Knowledge Center portal.

Billy Shelton commented that the Secretary of Public Safety is aware of the fiscal impact and the concerns of public safety stakeholders throughout the Commonwealth. There is also discussion from the National Fire Protection Association (NFPA) to possibly develop recertification requirements for the 1001 training standard. At this point recertification requirements are still being examined by Pro Board and if implemented will take approximately 18 to 36 months before implemented. The Agency will continue to monitor this proposal and will provide updates to the Board as they are available.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Topic: Course Process and Integration of KC Courses

Motion: N/A

Discussion: Don Hansen discussed with the Committee the process for integrating courses in the agency's Knowledge Center. Prepackaged courses, for informational purposes only, will be reviewed and uploaded to the Knowledge Center as long as there are no copyright violations. All other courses for the Knowledge Center will follow an identical course development process as other classes, to include: a discovery phase; a design and development phase; a pilot phase with Division Chiefs; and upon recommendation it will be brought to the Board for review and final approval.

Vote: N/A

Action: N/A

Topic: Mobile Burn Trailer Inaccessible Locations

Motion: N/A

Discussion: Don Hansen provided a map of the Commonwealth of Virginia with highlighted locations where it is difficult to take the Mobile Burn Trailer. Don stated that the Mobile Burn Trailers restricted location map was developed using the VDOT weight/height restrictions as currently published on their website. Don also advised the Board if they were aware of locations (i.e. road ways) that should either be added or removed to the map, to please provide that information to him for incorporation. A copy of the map is available on request.

Vote: N/A

Action: N/A

Topic: Five Year Strategic Training Plan Update, Enclosure 1

Motion: To adopt the Five Year Strategic Training Plan as presented and updated.

Discussion: Don Hansen provided an update on the Goals and Objectives discussed and developed from the stakeholder and agency staff meetings with the Fire Education and Training Committee. The Committee discussed with staff that as part of Goal 4, there needs to be a basic template of the

training recertification process to start the discussion as well as holding an Open Forum or Town Hall meeting to acquire stakeholder feedback.

Edwin Smith commented that he is a proponent of recertification, but he is also cautious and wary about its implementation. Edwin Smith stated that his cautiousness relates to the fact that we are still coming out of a recession and he is not sure how his department or a volunteer department is going to be able to get the necessary training.

Mike Armstrong also commented that he is in favor of recertification requirements, but is wary of developing a process that could be different from the nationally developed recertification process (i.e. NFPA).

Ken Brown commented that he understands and fully supports the need for accreditation / recertification and its importance in being a leader in fire service training. Ken Brown hopes that as we go forward with researching recertification requirements that we show the benefits of recertification.

Billy Shelton clarified that the recertification process is not a Pro-Board or IFSAC change, but rather a change being considered to the national consensus standards from the National Fire Protection Associations, specifically for the NFPA 1001 training standard.

Mike Armstrong requested a fifth goal be added, 'to research the feasibility of a statewide fire training academy.' Upon committee consensus, the Goals and Objectives were updated to include the fifth goal.

Vote: unanimous

Action: To present to the Full Board

ADJOURNMENT

The Committee adjourned at 10:39 am

Clerk of the Committee
Matthew C. Smith

REVIEWED BY:

Donald E. Hansen

Don Hansen
Branch Chief of Training and Operations

April 13, 2011

Date

Enclosures

1. Five Year Strategic Training Plan – Goals and Objectives Update