

**VIRGINIA FIRE SERVICES BOARD**  
**Fire Education and Training Committee**  
**August 12, 2011**

A regular meeting of the Committee on Fire Education and Training was held at the Hampton Convention Center in Hampton, VA at 9:00 am. Mr. Tom Moffett served as Chair.

**COMMITTEE MEMBERS PRESENT**

*Thomas Moffett – Committee Chair - Virginia Professional Firefighters Association*  
Michael Armstrong – VA Chapter of the International Society of Fire Service Instructors  
Edwin Smith – Virginia Fire Chiefs Association  
Richard E. Burch Jr. – Virginia Fire Services Council  
Kenneth J. Brown – Virginia State Firefighters Association  
James Wheeler – Virginia Municipal League

**COMMITTEE MEMBERS ABSENT**

Joe Wilson – Industry (SARA Title III & OSHA)

**VFSB MEMBERS PRESENT**

Charles Altizer – Virginia State Fire Marshal

**AGENCY MEMBERS PRESENT**

Billy Shelton	Dave Jolly	Christine Lopilato
Brook Pittinger	Matthew Smith	Angela Thompson
Don Hansen	Erin Rice	Russ Chandler
Tom Phalen	Tim Estes	Steve Grainer

**GUESTS PRESENT**

Kurt Kight	April Elmore	Greg Neiman – OEMS
Jack Jones	Ron Hargrave	Charlie Singleton
Jeff Flippo	Tom Jordan	Richard Harris
Scott Lambert	James Hickman	T.J. McAndrews
Eric Albert	Robert Holloway Jr.	

**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 June 2011 meeting. With no changes to the minutes, the June 3, 2011 meeting minutes were approved.

**CHANGES IN THE AGENDA**

**Unfinished Business:**

- A. No unfinished business

**New Business:**

- A. No new business

**PUBLIC COMMENTS**

Greg Neiman stated that the EMS Advisory Board is discussing a proposal to move to National Registry Testing for emergency medical training. Along with this proposal, OEMS is proposing an automatic recertification process, once continuing education units are completed without the OMD signature. *Please see the minutes from the EMS Advisory Board meeting for additional details, <http://www.vdh.virginia.gov/OEMS/AdvisoryBoard/ABMinutes.htm>.*

Charlie Singleton thanked the Virginia Fire Services Board for the honor and privilege in receiving the VFSB Lifetime Achievement Award.

**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' are in the process of beginning the first quarter of Fiscal Year 2012, (FY12 Q1). Each of the program chiefs and discipline specific staff members has been working diligently to approve requested courses for FY12 first semester training opportunities.
- **Combination Agency Calendar** – A combination multi-agency calendar is now available on the VDFP website (Upcoming Events) page listing major internal VDFP, Stakeholder and Public Safety Agency events.
- **Course completions for FY11** – All Divisions in the Training and Operations, and Training and Technical Services Branches are reporting they are concluding the FY11 with a slight increase in schools during the fourth quarter.
- **Instructor In-service 2011** – 2011 Instructor In-service is posted to the Knowledge Center (50-minute session) on VDFP updates and (30-minute session) on HR training. Mandatory for all current Part-time Instructors – optional for non-compensated local instructors. December 16, 2011 Deadline for wage instructors.
- **Instructor Symposium 2011** – Final plans have been made for the Symposium. Currently 178 instructor/candidates will be attending the two-day session at the University of Mary Washington campus. The Spring Instructor Symposium will be held in the Tidewater region and the Fall Instructor Symposium will be on the other side of the State.
- **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 **5,580** registered users, which represents an **80**-registrant increase since the June Board meeting.

- **Virginia National Fire Academy (NFA) Weekend** – The Virginia NFA weekend at Emmitsburg, MD **is now full** for September 17-18, 2011. A small number of applications were returned to students due to the limited bed space and on-going renovations at NFA. This years NFA weekend was a partnership with Florida and the Agency continuous to get partnership requests from other states.
- **Part-time Instructor Hiring process** – The Spring 2011 VDFP Fire Service Part-time Instructor interview process completed with 63 candidates going through the process. A report of the successful candidates will be presented during the Training and Education committee meeting. The Agency is up to roughly 440 Adjunct Instructors across the Commonwealth of Virginia.

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

#### **Airport Rescue Fire Fighting (ARFF) Division update:**

- For FY 2011, the ARFF Program conducted fifteen-funded class (15) for approximately 380 students and five (5) non-funded for approximately 60 students.
- The ARFF Program placed in service the new Mobile Aircraft Rescue Fire Fighting Training System (MARFFTS), provided training material to over a dozen airports and universities, and assisted the Raleigh-Durham Airport with specifications and visit to Virginia to observe the operation and capabilities of the MARFFTS.

#### **National Incident Management System (NIMS) Division update:**

- Since the last report for the June Board meeting, the following courses have been conducted through the NIMS Division: ICS-300 (2); ICS-400 (2); NIMS ICS for the Fire Service (1) ICS Planning & Forms (1); and Command & General Staff - Practical Evolutions (2 cycles);
  - The NIMS Division will continue to support requests for Incident Command System (ICS) training (ICS 100-400), Unified Command, and ICS course classroom delivery) as well as Command and General Staff - Functions in the Local Incident Management Team (GSFLIMT), Command & General Staff Functions-Practical Evolutions (CGSF-PE), and “ICS Planning & Forms” with available resources including instructors and materials when requested.
  - The NIMS Division also provides administrative and funding support for National Fire Academy approved courses delivered through VDFP Division Offices.
- The NIMS Division has scheduled a Command & General Staff Functions in the Local IMT (CGSFLIMT) in conjunction with the Training & Operations Division (using TRADE grant funds) to be conducted at the Barrett Learning Center in Mechanicsville September 12-16. Registration can be completed on-line through FSTRS or by contacting Steve Grainer.

- The NIMS Division is beginning preparations to conduct an ICS-Logistics Section Chief Course in October or November. The tentative location will be the Richmond/Central Virginia region. Interested individuals can contact Steve Grainer for more information.
- An ICS Planning Section Chief Course is also being planned probably in November or early December
- A Command & General Staff Functions-Practical Evolutions (CGSF-PE) program has been tentatively scheduled for two or three cycles October 25-28 at the New Kent Forestry Conference Center. Interested individuals can contact Steve Grainer for additional information.
- The NIMS Chief assisted the Department of Forestry in teaching ICS-200 and ICS-300 during the annual DOF Virginia Interagency Wildland Fire Academy at Longwood University May 31 through June 4. This continues to demonstrate the close cooperation and coordination between VDFP and VDOF for purposes of combined efforts to provide quality ICS training. These classes are not included in the total of courses hosted by VDFP because they were VDOF programs.
- The NIMS Chief is scheduled to attend the FEMA Region III IMT conference Pennsylvania Emergency Management Agency Central Office in Harrisburg, PA August 23-25. The conference was rescheduled after the previously planned program was cancelled in WVA due to Federal Budget difficulties. This meeting is to provide a forum for NIMS program coordinators and IMT support coordinators from the states in FEMA Region III to interact and discuss programs in their respective states. NIMS Chief Grainer has been asked to provide an overview of the recently established All-Hazards Incident Management Teams Association (AHIMTA) for which he currently serves as president. Further information on the AHIMTA can be obtained on the association website at [www.ahimta.org](http://www.ahimta.org).

**Technical Rescue Division update:**

- The entire Technical Rescue Team was invited to a meeting with the agency the first week of July to discuss the technical rescue programs. Many had other commitments and were unable to attend however; those that attended were very productive. For the first time in agency history, the team worked to ensure that the programs were reviewed and made the corrective action step to ensure we are teaching programs that not only meet the needs of the Commonwealth but also align with the NFPA-1006-08 standard. They were able to get the Introduction to Technical Rescue, Rope, Level I and Vehicle, Level I reviewed. The other programs are being worked on and will be out in the near future.
- We will continue to offer a non-certification course in Vehicle Awareness and Operations for those that are not concerned with the need for certification. This will allow us to continue our partnership with VAVRS and OEMS.
- The agency convened a committee to begin the development of the water rescue chapters of NFPA-1006. This effort was in cooperation with the Lynchburg Fire

Department who obtained a FEMA grant for the development of these programs. The committee has completed the work for the Surface Water, Level I and the Swift Water, Level I programs that will be piloted in the near future. The committee will continue to work on the Level II programs for the spring.

- Due to the work stated above, all testing for technical rescue has been suspended until the spring so proper testing guidelines can be developed and compliance with certification testing completed.
- The Committee and Staff discussed the changes to the Structural Collapse School funding. Previously, the Agency paid for the registrations of those attending; now, the Agency will reimburse localities for the registration after their members attend.

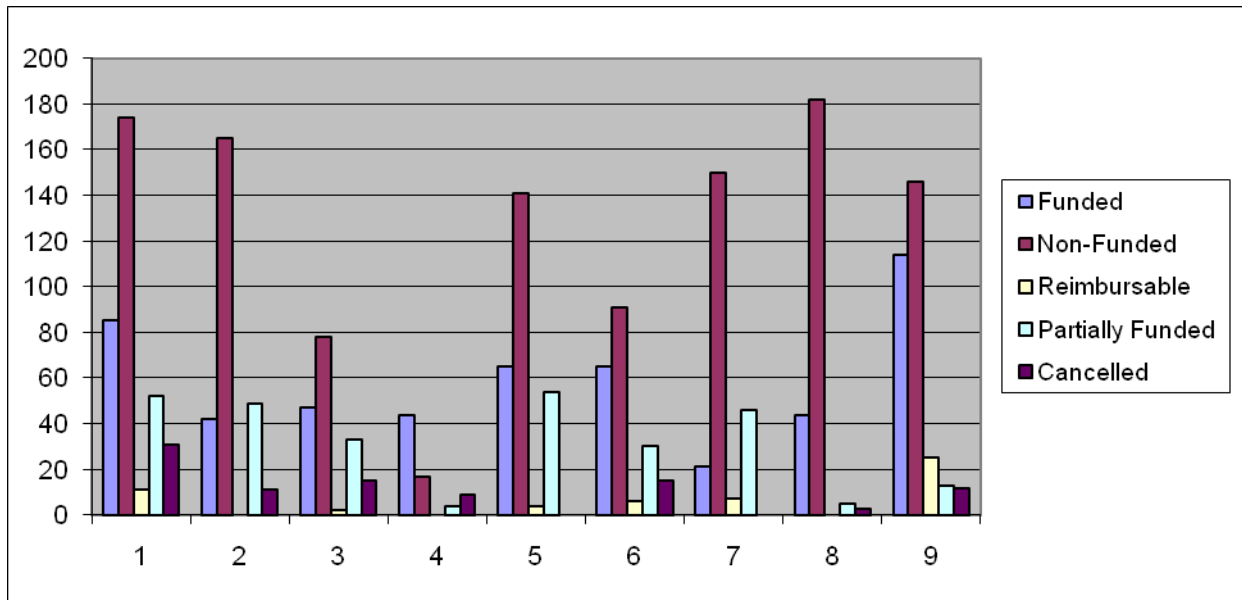
**Quality Assurance and Course Curriculum Division update:**

- The pilot delivery of the new four week long NFPA-1033 Fire Investigation Class was conducted in Winchester this past month. This program will allow the student to finalize the course work and be tested prior to leaving the course. In the past, the student was responsible for doing fieldwork once they returned to their department.
- The agency conducted two quality assurance panel reviews since the last meeting. Both reviews have been finalized and corrective action steps taken to ensure that the concerns brought forward are not repeated.
- Due to the need to implement the commentary driving into the Driver Pump Operator, as well as, the Driver Aerial Operator programs the programs were suspended until the update can be made. The Program Manager along with other agency staff is working to bring both programs back on line as soon as possible. Additionally, the Agency is working to benchmark our programs and program delivery to those of other states.

**Statistical Data July 1, 2010 through June 30, 2011 (year-end)**

Division	Funded	Non-Funded	Reimbursable	Partially Funded	Cancelled
0	3	37	0	7	1
1	85	174	11	52	31
2	42	165	0	49	11
3	47	78	2	33	15
4	44	17	0	4	9
5	65	141	4	54	0
6	65	91	6	30	15
7	21	150	7	46	0
8	44	182	0	5	3
9	114	146	25	13	12

Total            530            1181            55            293            97            2156



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

- Comparison analysis FY10 year-end (2135) – FY11 year-end (2156), TD totals for same reporting period yield a slight increase of **21** courses. Courses cancelled or postponed in FY10 (139) - FY11 (97) reduction of (42). Cancellation due to low attendance on first day of course or cancelled by locality for non-funded requests. **Enclosure 1** – Training and Operations – Training Statistics, 7-year Trend. The Committee and the Agency staff discussed the fluctuation in the graph, which is attributed to the hours of courses requested. For instance, 15 Firefighter I classes will take up more time and money than 35 NFA or Weekend only classes.
- The Committee Chair requested a presentation, at the next meeting, on the numbers of no-shows.
- **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 whether or not to advertise non-funded courses.
- **Reminder** – That this afternoon there will be a meeting with Stakeholders to discuss Training Recertification.

### COMMENTS FROM THE VDFP LIAISON Fiscal Services Director

Christine Lopilato provided the following report:

- Application Submission Reminders:
  - FY12 VFIRS Hardware Grant applications are due postmarked by August 31, 2011
  - FY12 Training Mini Grant applications are due postmarked by September 30, 2011

## COMMENTS FROM THE COMMITTEE CHAIR

Tom Moffett thanked the Chairman of the Board for the opportunity to serve as the Chair of this Committee. He also commented that his intention is to continue moving the Commonwealth of Virginia forward in respect to Fire Service Training. The Committee welcomed James "Randy" Wheeler to the Board and the Committee members introduced themselves.

### UNFINISHED BUSINESS

There was no unfinished business.

### NEW BUSINESS

There was no new business.

### Topic: Curriculum Updates

**Motion:** N/A

**Discussion:** The Committee and Agency discussed the Curriculum Updates as a part of the Five Year Plan. The Agency explained that due to the National Fire Protection Association's standard review process, the curriculum update process can be a feast or famine situation. The Committee should expect curriculum updates coming before them in the near future.

**Vote:** N/A

**Action:** N/A

### ADJOURNMENT

The Committee adjourned at 10:05 a.m.

Clerk of the Committee  
Matthew C. Smith

### REVIEWED BY:

*Donald E. Hansen*

Don Hansen  
Branch Chief of Training and Operations

August 19, 2011

Date

Enclosures

1. Training and Operations - Training Statistics, 7-year Trend