

**VIRGINIA FIRE SERVICES BOARD**  
**Fire Prevention and Control Committee**  
**October 6, 2011**

A regular meeting of the Committee on Fire Prevention and Control was held at the VDFP Headquarters in Glen Allen, VA at 9:00 a.m. Mrs. Elaine Gall served as Chair.

**COMMITTEE MEMBERS PRESENT**

*Elaine Gall – Committee Chair – Virginia Fire Prevention Association*  
Richard Burch Jr. – *Temporary Assignment – Virginia Fire Services Council*  
Joe Wilson – Industry (SARA Title III & OSHA)  
Robert Scott – Insurance Industry Representative  
Felix Sarfo-Kantanka Jr. – General Public  
Michael Reilly – Virginia Chapter of the International Association of Arson Investigators  
Carl Garrison – Virginia State Forester

**COMMITTEE MEMBERS ABSENT**

Charles Altizer – Virginia State Fire Marshal  
Brian Mullins – Virginia Board of Housing & Community Development

**VFSB MEMBERS PRESENT**

James Armstrong – Virginia Chapter of the International Society of Fire Service Instructors  
Thomas Moffett – Virginia Professional Firefighters Association  
James R. Wheeler – Virginia Municipal League

**AGENCY MEMBERS PRESENT**

Brook Pittinger	Angela Thompson	David Jolly
Russ Chandler	Erin Rice	Matthew Smith
Don Hansen	Ron Reynolds	

**GUESTS PRESENT**

Jeff Flippo	Charlie Singleton	Art Lipscomb
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**PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**

**ROLL CALL**

**CHANGES TO THE AGENDA**

**Consent Agenda:**

- A. Approval Of The Minutes Of The Previous Meeting
- B. Report From The VDFP Liaison
- C. Report From The VDFP Fiscal Services Director
- D. Report From The Codes and Standards Subcommittee

E. Report From The Department Of Forestry

**Unfinished Business:**

A. No unfinished business

**New Business:**

A. No new business

**PUBLIC COMMENTS**

Brook Pittinger reminded the Board members that the Conflict of Interest filing information is being sent and is due by the December Board meetings.

Art Lipscomb commented that the BHCD has started the 2011 Code Cycle for the Building Code and may look to maintain the 2009 Code.

**CONSENT AGENDA**

Michael Reilly requested that Items B, C, and D be removed from the Consent Agenda.

**Topic: Consent Agenda**

**Motion:** To accept Consent Agenda Items A & E

**Discussion:** None

**Vote:** Unanimous

**Action:** Motion Carries

**A. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING**

The Chair asked if there were any additions and/or corrections to the minutes of the August 2011 meeting. With no changes to the minutes, the August 12, 2011 meeting minutes were approved.

**B. REPORT FROM THE VDFP LIAISON  
Branch Chief of Training & Technical Services**

Russ Chandler provided the following report:

A. **Virginia Fire Marshal Academy:** As usual, the Virginia Fire Marshal Academy (VFMA) has been extremely busy in several venues including the deliver of training programs to Virginia's fire marshal's, firefighters, and other law enforcement personnel. As part of our duties, the Chief of the Academy put in many hours in our Virginia Emergency Operations Center (VEOC) along with the other Chiefs from Training & Technical Services Branch, staff

from our State Fire Marshals Office and Chiefs from the Training and Operations Branch, who work on MIST deployments. Below is a listing of recent training and activities conducted by the Academy:

1. The *Fire Inspector 1031 School* in Newport News had 22 students. They represented the cities of Newport News, Virginia Beach, Norfolk, Chesapeake, and Hampton along with staff from James City County. The class was held at the Newport News Fire Training Center.
2. The *Fire Investigator 1033 School* is being held in Bristol Virginia. We have 15 students from Bristol Fire Department, Damascus Police Department, Town of Abington Police Department, and Special Agents from the Virginia State Police. The class is being held at the Bristol Fire Department Station 1. This has been an outstanding facility with all accommodations within walking distance of the station.
3. The Academy conducted *Public Fire Education* classes in Bristol, Lynchburg and Tennessee and a *Juvenile Fire Setter* class with a total number of 48 students.
4. The Virginia Public Fire & Life Safety Coalition meeting was held this month at the Glen Allen office. Members came from across the state to discuss many pertinent issues dealing with educating both our children and adults.
5. Our Public Fire & Life Safety Education Coordinator, JD Jenkins, taught a CPR class for staff from both the Virginia Department of Fire Programs and the Office of Emergency Medical Services. This and future classes are a perfect example of how our two agencies are working together as one team. Both Chief Shelton and Director Brown have created a great working relationship between our two entities.
6. The VFMA attended the Gang Awareness seminar in Chesterfield County, sponsored by the Secretary of Public Safety. The class was held at the Koger Center with attendees from around the state and country. They were there to learn new awareness on gang issues, both tactical and informational. The information was relevant across the country and the state.

**C. REPORT FROM THE VDFP FISCAL SERVICES LIAISON  
Director of Finance**

Angela Thompson provided the following report on behalf of Christine Lopilato:

- A. Virginia Fire Incident Reporting System (VFIRS) Hardware Grant Program
  1. FY2012 VFIRS Applications, **Enclosure 1**
  2. FY2012 VFIRS Application Evaluation Matrix, **Enclosure 2**
  3. FY2012 VFIRS Applications Recommended for Funding, **Enclosure 3**

**Topic: VFIRS Hardware Grant Applications, Enclosures 1, 2, and 3**

**Motion:** To approve the 25 applicants for VFIRS as selected by staff for a total of \$25,000.

**Discussion:** The Agency has evaluated and made recommendations on applicants based on the criteria set by the Board. The Agency noted that based on the evaluation criteria, this year's funding will add 15 departments to VFIRS that were previously not reporting. (The motion was subsequently amended in the Administration, Policy & Finance Committee meeting to reflect that the VFIRS funding was going to 15 localities and not 25.)

**Vote:** Unanimous

**Action:** To present to the Committee on Administration, Policy and Finance

**D. REPORT FROM THE CODES & STANDARDS SUBCOMMITTEE**

Elaine Gall commented that the Minutes from the Codes and Standards Subcommittee were sent out as a part of the Consent Agenda Package. Elaine highlighted two important issues, the proposed membership and the update to the Memoranda of Agreement between the Board of Housing and Community Development and the Virginia Fire Services Board related to the Development of the Virginia Statewide Fire Prevention Code.

The Committee discussed the proposed Subcommittee membership update and the Memoranda of Agreement. By consensus of the Committee, Elaine Gall will task the Subcommittee to review and finalize the membership list to ensure that every region of the Commonwealth has representation. Additionally by consensus of the Committee, Elaine Gall will task the Subcommittee to finalize recommendations to the Memoranda of Agreement for legal counsel and Board review.

Brook Pittinger commented that the Board of Housing and Community Development is hosting a Meet and Greet with the Virginia Fire Services Board during the 2011 Governor's Housing Conference in Hampton, VA on Wednesday, November 16, 2011.

**E. REPORT FROM THE DEPARTMENT OF FORESTRY**

Carl Garrison provided the following report, see **Enclosure 4**. Additionally, Carl Garrison provided the following additional information:

- The Fall wildfire season is likely to light as the East Coast is well saturated.
- Several Department of Forestry team members are still assisting the "Overhead Teams" with the Texas Wildfires.
- Richard Burch commented that with the assistance of Carl Garrison they are working on getting a non-intrusive marking system for the Appalachian Trail to reduce the time for the search and rescue of lost or injured hikers.
- Brook Pittinger brought to the attention of the Board members the Kongming or Sky lantern interpretation.

**COMMENTS FROM THE COMMITTEE CHAIR**

Elaine Gall had no comments for the Committee.

**UNFINISHED BUSINESS**

No unfinished business

**NEW BUSINESS**

No new business

**ADJOURNMENT**

The Committee adjourned at 10:02 a.m.

Clerk of the Committee  
Matthew C. Smith

**REVIEWED BY:**

Russell K. Chandler

Russell Chandler  
Branch Chief of Training and Technical Services

October 13, 2011  
Date

**Enclosures:**

1. FY2012 VFIRS Applications
2. FY2012 VFIRS Application Evaluation Matrix
3. FY2012 VFIRS Applications Recommended for Funding
4. Department of Forestry Report