

FY2017 Burn Building Budget

Carried forward Balance from FY16	1,715,620
FY17 Annual Appropriation	975,000
Total FY 17 Cash Available	2,690,620

	<u>Total Project Awarded</u>	<u>FY17 Estimated Payments</u>	<u>FY17 Actual Payments</u>
<i><u>Burn Building Construction Projects</u></i>			
MONTGOMERY, County FY15	480,000	337,500	-
WINCHESTER FY16	480,000	337,500	-
PRINCE GEORGE- New FY16	480,000	225,000	-
	<u>1,440,000</u>	<u>900,000</u>	<u>0</u>
<i><u>Burn Building Renovation / Repair Projects</u></i>			
AUGUST County (repair) New FY16	14,214	14,214	-
SPOTSYLVANIA County (repair) New FY17	7,795	7,795	-
	<u>22,009</u>	<u>22,009</u>	<u>0</u>
<i><u>Regional Fire Services Training Facilities Projects</u></i>			
SPOTSYLVANIA County (RIT House) -FY16	46,598	46,598	46,598
BLACKSBURG Town (Flashover Simulator) -FY6	49,500	49,500	49,500
VIRGINIA BEACH City (Vehicle Prop)- FY16	50,000	50,000	-
ACCOMACK County (Vehicle Prop) - FY17	30,500	30,500	-
BEDFORD County (SCBA Simulator) - FY17	14,000	14,000	-
BOTETOURT County (Training System) - FY17	50,000	50,000	-
SPOTSYLVANIA County (Flashover Simulator) -FY17	50,000	50,000	-
CHILHOWIE Town (Vehicle Prop) - FY17	46,100	46,100	-
FARMVILLE Town (Vehicle Prop) - FY17	49,111	49,111	49,111
BRISTOL City (Vehicle Prop) - FY17	46,100	46,100	-
GALAX City (Tower work) - FY17	23,000	23,000	-
HAMPTON City (Tower repairs) - FY17	50,000	50,000	-
HARRISONBURG City (Breaching Props) - FY17	13,500	13,500	13,500
LYNCHBURG City (Flashover Prop) - FY17	38,500	38,500	-
MARTINSVILLE City (Compressor) - FY17	20,000	20,000	-
NEWPORT NEWS City (Vehicle Prop) - FY17	50,000	50,000	-
ROANOKE City (Training equip.) - FY17	15,000	15,000	-
	<u>641,909</u>	<u>641,909</u>	<u>158,709</u>
<i><u>DFP BBldg Supt - A/E Contract</u></i>			
DFP (DIRECT) BBldg Supt - NEW A/E Contract over 5yrs	500,000	150,000	-
DFP (DIRECT) BBldg Supt - Mobile Burn Cells	0	0	-
	<u>500,000</u>	<u>150,000</u>	<u>0</u>
NEW Construction Projects	1,440,000	900,000	0
RENOV / REPAIR Projects	22,009	22,009	0
RFSTG Projects	641,909	641,909	158,709
DFP <u>direct</u> BBldg Support	500,000	150,000	0
Total Multi-Year Awards	<u>2,603,918</u>	Total <u>1,713,918</u>	<u>158,709</u>
	Unobligated	976,702	

FY-2016 Fire Programs Fund Aid to Localities Payments

Pay Cycle	Date Pymt. Requested	No. of Localities	% of Localities	Amount	% of Funds
1	09/25/15	136	42.1%	\$11,864,792	44.9%
2	12/18/15	29	9.0%	\$3,486,139	13.2%
2	1/7/16	9	2.8%	\$414,181	1.6%
3	3/25/16	50	15.5%	\$3,523,067	13.3%
4	6/30/16	34	10.5%	\$2,917,154	11.0%
4	6/30/16		0.0%	\$2,137,250	8.1%
5	9/30/16	16	5.0%	\$1,011,131	3.8%
6	10/30/16	4	1.2%	\$116,016	0.4%
7			0.0%		0.0%
8			0.0%		0.0%
9			0.0%		0.0%
10			0.0%		0.0%
Funds Released		278	86.1%	\$25,469,730	96.3%
Total Funds Not Released		45	13.9%	\$971,601	3.7%
AtL Total		323	100.0%	\$26,441,331	100.0%

FY-2017 Fire Programs Fund Aid to Localities Payments

Pay Cycle	Date Pymt. Requested	No. of Localities	% of Localities	Amount	% of Funds
1	9-16-16	100	31.0%	\$10,405,642	38.5%
2			0.0%		0.0%
3			0.0%		0.0%
4			0.0%		0.0%
5			0.0%		0.0%
6			0.0%		0.0%
7			0.0%		0.0%
8			0.0%		0.0%
9			0.0%		0.0%
10			0.0%		0.0%
11			0.0%		0.0%
12			0.0%		0.0%
Funds Released		100	31.0%	\$10,405,642	38.5%
Total Funds Not Released		223	69.0%	\$16,628,398	61.5%
AtL Total		323	100.0%	\$27,034,040	100.0%



The Structures Group, Inc.

Consulting Engineers

Blackstone Burn Building Prop

Five (5) Year Structural Evaluation
for



November 4, 2016



TSG No.: VA16075-BB3

www.TheStructuresGroup.com

1200 Old Colony Lane | Williamsburg, VA 23185 | (757) 220-0465

Celebrating over
20 *Years*
OF DETAILED ENGINEERING SOLUTIONS



The Structures Group, Inc.

Consulting Engineers

EXECUTIVE SUMMARY

A cursory structural review was performed by The Structures Group, Inc. (TSG) in October, 2016 to review the Blackstone Fire Training Facility burn building prop located at 1549 Rocky Bump Road within the Town of Blackstone, Virginia. The purpose of this review was to satisfy the five (5) year structural review as implemented by the Virginia Department of Fire Programs (VDFP) based on the NFPA Standard 1403. The approximately 4,775 square foot burn building prop is a three (3) story structure constructed with the same materials as the VDFP Prototype I burn building prop. However, the Blackstone burn building prop contains both an approximately 2,515 square foot "hot" side utilized for live fire training evolutions and an approximately 2,260 square foot "cold" side utilized for other auxiliary training exercises. Our research revealed the Blackstone burn building prop was put into service circa 2005.

At the time of this five (5) year structural review, the locality had not been obtaining annual structural reviews by a structural engineering consultant for their burn building prop. A previous five (5) year structural review was conducted circa 2011 with a report being issued by our office circa early 2012. In addition, we note a December, 2015 bid proposal for the proposed remedial repairs prepared by Walsh Construction Consultants, Inc. of Richmond, Virginia to address the concerns raised by our 2012 report was provided by the locality. However, no remedial repairs were noted to have been performed at the time of our review. A copy of this proposal is included with this report. Based on the level of distress noted during this review cycle, we feel the December, 2015 bid should be re-evaluated and updated to include the new distress noted.

Further documentation, including annual structural surveys, live burn evolution and usage logs, temperature monitoring system calibration reports, and remedial repair documentation was requested by TSG to be provided by the Town of Blackstone. Discussions with the Town of Blackstone personnel revealed that records of the required annual structural surveys, usage logs, or calibrations reports were unable to be located by the locality as the Authority Having Jurisdiction has been in question. No additional documentation has been provided at the time of this publication. Since the 2012 Edition of the NFPA 1403 requires the frequency of structural evaluations to be based on the quantity of days that live fire evolutions are conducted, we highly recommend that a formal document denoting the usage, as well as maximum temperatures reached, be kept by the locality.

In general, our review revealed that the burn building prop was in a serviceable condition. While numerous instances of distress were noted during our review, we noted no distress which we feel warrants the discontinued use of the facility or any part of the facility prior to its repair. We also noted no evidence of significantly cracked or broken thermal lining panels requiring further review of the structure. However, we recommend that the noted distress listed in the Summary of Distress be repaired as soon as possible to prevent future distress and prolong the life of the structure. Until such time as the repairs are made, we recommend that the distress be monitored and if worsening conditions are noted, that they be reviewed immediately by a licensed structural engineer familiar with burn building construction.

Representative observations of distress in the burn building prop denoted during our site visit were photographed and cataloged in Photograph Location Plans. All locations of distress noted in the exterior and interior of the burn building prop have been denoted on the Distress Location Plans. Copies of the Photo Location Plans and the Distress Location Plans have been included in separated divided sections with this

report. Further, recommendations to remediate these distress items have been denoted on Remedial Repair Plans also included with this report. These Remedial Repair Plans can be utilized by the locality to achieve Order of Magnitude Cost Estimates, but are not intended to be utilized by the locality to implement the repairs. Such remedial repair plans must be provided by the locality's burn building structural engineering consultant.

It should be noted that funding for some of the specific remedial repairs can be applied for through the VDFP. Such specific remedial repairs which may qualify for funding are repairs related to the Structural Integrity (SI) of the building, repairs related to Life Safety (LS) components, and repairs related to Training Safety (TS). For clarity, we have denoted these specific remedial repairs in a Summary of Distress spreadsheet following this Executive Summary.

Comparing our site visit observations to the Walsh Construction Consultants, Inc. Construction Proposal dated December 15, 2015, we note that additional distress has occurred to the Town of Blackstone burn building prop since that time. It is our opinion the relatively minor extent of new distress noted to be the result of the relatively low usage of the facility within the past five (5) years. However, we feel that such additional distress and repairs may be monetarized in the form of a 15% contingency over the original proposal. Such a contingency would result in the estimated remedial repair costs equating to approximately \$169,000.

Utilizing the Grant Program Prototype 1 burn building prop minimum square footing of 1,730 square feet, the Town of Blackstone application for remedial repair monies would be pro-rated based on its current square footage, 4,775 square feet, compared to that of the minimum square footage of the Prototype 1 burn building prop, 1,730 square feet which would be approximately 36.2%. This would result in an order of magnitude recommended award amount of \$61,230 for an updated bid proposal form.

SUMMARY OF DISTRESS
VDFP/Blackstone Burn Building Prop
Code Edition: 2012 NFPA 1402 & 1403

Legend	
SI	Structural Integrity
TS	Training Safety
LS	Life Safety

ITEM NO	DESCRIPTION	DISTRESS TYPE	NFPA CODE SECTION	Remarks
1	Cracks in cast-in-place concrete gable roof slab over "hot" side of burn building prop adjacent to chop-out openings.	SI	1403 7.2.6	This is a structural integrity issue to prevent water infiltration and freeze/thaw cycles from expanding cracks and permitting moisture to reach and corrode reinforcing steel.
2	Cracking on cast-in-place concrete lower flat roof slab over the "cold" side of the burn building prop.	SI	1403 7.2.6	This is a structural integrity issue to prevent water infiltration and freeze/thaw cycles from expanding cracks and permitting moisture to reach and corrode reinforcing steel.
3	Rusted bolts at guard rail attachment and rappel anchor attachments at upper and lower concrete roof slabs.	SI, TS, LS	1403 7.2.3	Rusted/loose connection could cause railing and rappels to give way during training with the potential to result in injury.
4	Spalls and delamination in concrete first, second, and third floor slab edges, and vertical faces of concrete columns.	SI/TS	1403 7.2.6	This is a structural integrity issue to prevent water infiltration and freeze/thaw cycles from expanding cracks and permitting moisture to reach and corrode reinforcing steel.
5	Absence of guardrail at rear elevation roof slope and portion of front elevation roof slope over the "hot" side of the burn building prop.	TS	1402 9.9	The absence of slip and fall protection along the edge of the rear elevation sloped roof slab can result in accidents, injury or death from falling off the roof during training on or around the sloped roof.
6	Cracking on the underside and vertical face along the edges of the cast-in-place concrete second floor slab, third floor slab, and sloped roof slab.	SI	1403 7.2.6	This is a structural integrity issue to prevent water infiltration and freeze/thaw cycles from expanding cracks and permitting moisture to reach and corrode reinforcing steel.
7	Dilapidated chop-out cover over the lower roof "cold" side chop-out and rusted chop-out covers over the two (2) "hot" side chop-outs.	TS	1403 7.2.6	The dilapidated chop-out cover presents a training safety issue as the cover would not be operable during training exercises.
8	Absence of thermal tiles on exterior openings of burn rooms.	SI	1403 7.2.6	This is a structural integrity issue to prolong the life expectancy of the structure.

SUMMARY OF DISTRESS
VDFP/Blackstone Burn Building Prop
Code Edition: 2012 NFPA 1402 & 1403

Legend	
SI	Structural Integrity
TS	Training Safety
LS	Life Safety

ITEM NO	DESCRIPTION	DISTRESS TYPE	NFPA CODE SECTION	Remarks
9	The NFPA signage on the exterior of the burn building prop indicates live fire training to be conducted only within Rooms 101, 102, 103, 104, and 201. However, these room numbers do not correlate to actual room numbers.	LS, TS, SI	1403 7.3.2	A dialogue with the design team of the burn building prop should be opened to determine which rooms are permissible to burn in. Conducting live fire training in rooms other than those designated on the Construction Drawings could reduce the expected life of the structure.
10	Cracking in the interior and exterior CMU walls of first/second/third floor.	SI	1403 7.2.6	Presents a weak plane in the wall as well as providing a means of moisture infiltration, which can result in corrosion of reinforcing and further distress to the walls. Prolonged and unremediated cracking could cause excessive downtime of prop and training due to repairing large portions of cracking or even entire wall sections.
11	Absence of thermal protective 4" CMU sacrificial wall on the interior walls of burn rooms as designated on "hot" side of building.	SI	1403 7.2.6	The absence of the designated 4" CMU sacrificial wall permits transmission of heat through tile fastener into the structural members beyond. This could result in premature deterioration of the structural elements or require lengthy repairs.
12	Class "A" fuels are being burned in all rooms on the first and second floors on the "hot" side of the burn building prop.	LS, TS, SI	1403 7.3.2	The NFPA signage on the exterior of the burn building prop indicates live fire training to be conducted only within Rooms 101, 102, 103, 104, and 201. Conducting live fire training in rooms other than those designated on the Construction Drawings could reduce the expected life of the structure.
13	Loose or missing bolts in handrail attachment to CMU walls.	TS	1403 7.2.3	Failure to properly secure handrails to the wall could result in the handrail giving way during a training exercise with the potential to result in injury.
14	Extensive debris pile within the interior of the "hot" side and debris on the exterior of the "cold" side.	TS/LS	1403 7.1.3	Debris and ashes can present a trip hazard during live fire training evolutions.

SUMMARY OF DISTRESS
VDFP/Blackstone Burn Building Prop
Code Edition: 2012 NFPA 1402 & 1403

Legend	
SI	Structural Integrity
TS	Training Safety
LS	Life Safety

ITEM NO	DESCRIPTION	DISTRESS TYPE	NFPA CODE SECTION	Remarks
15	Absence of protective cover over wall-mounted thermocouples in Rooms 100, 200, 201, and 202.	LS/TS	1403 7.2.4	Improperly protected thermocouples can result in failures of the thermocouples, which can result in undocumented life threatening high temperatures. Exposed ends of the thermocouples can also present a hazard which can catch on clothing or equipment during training.
16	Efflorescence and water staining on the interior face of the stair tower.	SI	1403 7.2.6	This is a structural integrity issue to prolong the life expectancy of the structure.
17	Moisture intrusion into the "hot" side of the burn building prop visible from within Room 203.	SI	1403 7.2.6	This is a structural integrity issue to address water infiltration and freeze/thaw cycles from expanding cracks and permitting moisture to reach and corrode reinforcing steel.
18	Erroneous readings at TMS within Rooms 102 and 203.	LS/TS	1403 7.2.4	The improperly calibrated TMS is a potential life-safety as well as training-safety concern since the actual temperature of the burn would not be reported at these thermocouples.
19	Absence of concrete apron at left and right elevations. The concrete apron at only the front and rear elevations extended 11'-0" beyond face of burn building prop with troughs at scupper effluents which feed into the trench drain.	TS	1403 7.2.6	The apron should be a 15'-0" hard surface on all elevations, able to support fire fighting equipment and not present trip hazards.

GENERAL REMEDIAL REPAIR PLAN NOTES FOR ESTIMATING PURPOSES ONLY



NOTES:

GENERAL

1. Remedial Repair Construction Documents signed and sealed by a licensed Commonwealth of Virginia registered design professional will be required for all structural repairs.

CONCRETE

2. Repair all spalls and delaminations in surface of concrete as follows:
 - a. Determine extent of spalled or delaminated concrete surface by sounding with a hammer.
 - b. Remove all unsound concrete from delaminated or spalled area.
 - c. Where unsound concrete has partially exposed reinforcing steel, remove concrete a minimum of 1" around all exposed reinforcing steel.
 - d. Clean exposed reinforcing steel by sandblasting and by using a wire brush. Inspect reinforcing steel for section loss and notify structural engineer of record if section loss is discovered.
 - e. Pressure wash all concrete surfaces that are to receive repair materials. Use minimum water pressure required to remove dirt, oil, and laitance.
 - f. Install a bonding agent such as Sika Armatec 110 EpoCem to all exposed reinforcing steel and concrete surfaces to received repair material.
 - g. Patch repair area with cementitious repair mortar such as SikaRepair 222 for horizontal surfaces or SikaRepair 223 for vertical or overhead surfaces.
3. Repair all cracks in top surface of elevated concrete slabs by routing the crack and installing an epoxy sealant such as Sikadur Crack fix.
4. Repair all cracks in top surface of concrete slabs on grade by routing the surface of the crack and installing an elastomeric sealant such as SikaFlex-2C NS.
5. Repair all cracks in vertical surface of elevated concrete slabs by setting injection ports, sealing the crack and injection ports with an epoxy sealant such as Sikadur 31 Hi-Mod Gel, and pressure injecting the crack with an epoxy sealant such as Sikadur Crack Fix.
6. Repair all cracks in the bottom of elevated concrete slabs by setting injection ports, sealing the crack and injection ports with an epoxy sealant such as Sikadur 31 Hi-Mod Gel, and pressure injecting the crack with an epoxy sealant material such as Sikadur Crack Fix.
7. After performing all recommended remedial repairs to the top surface of elevated exterior concrete floor or roof slabs, pressure wash the exterior concrete surface and install two coats of concrete sealer such as SikaTop Seal 107.

MASONRY

8. For load bearing masonry walls shore wall prior to performing recommended remedial repairs.
9. Remove and replace cracked, spalled, or damaged CMU by saw cutting blocks at head joints so as to maintain running bond pattern in repaired wall.
10. Saw cut and remove distressed concrete lintel above wall opening. Provide temporary shoring as required to support masonry above opening.
11. Repair cracked mortar joints by raking joints to a depth of 3/4" and tuckpointing with matching mortar.
12. Where indicated in remedial repair sketches, install an expansion joint in the CMU walls by saw cutting 1/2" wide vertical joint through entire wall thickness for full height of the wall. Seal expansion joint with backer rod and elastomeric caulk along exterior face of walls.
13. Remove organic growth by high pressure washing on an as needed basis.
14. Clean efflorescence from the surface of CMU walls by dry brushing the surface and then washing with a dilute solution of muriatic acid on an as needed basis.

STEEL

15. Where indicated on plans and elevations, remove rust by sanding or sandblasting the steel to bare metal. Inspect steel members for section loss and notify structural engineer of record if section loss is discovered.
16. Paint all bare metal surfaces with one coat of rust inhibiting primer and two coats of rust inhibiting paint.

METAL BUILDING

17. Contact metal building manufacturer for repairs to any distress to metal building components.

THERMAL LINING

18. Remove and replace all damaged thermal lining panels/tiles.

MISCELLANEOUS

19. Follow all manufacturer instructions and recommendations for the use of their products.



Grayson County Administrator

Jonathan D. Sweet, ICMA-CM

Phone (276) 773-2471
(276) 236-8149
Fax: (276) 773-3673

129 Davis Street
P.O. Box 217
Independence, Virginia 24348

October 14, 2016

Mr. Walter Bailey, Chairman
Virginia Department of Fire Programs
1005 Technology Park Drive
Glen Allen, VA 23059

Re: Comprehensive Analysis Study of Fire/EMS System Request – Grayson County

Dear Mr. Bailey,

This letter is to request the services of the Virginia Fire Services Board (VFSB) in conducting a complete and thorough review of the fire and EMS system in Grayson County.

This study has the support of the Grayson County Board of Supervisors and County Administration as shown by the attached resolution adopted at the Board's October 13th, 2016 meeting.

The requested area of concentration of this study include:

- Organization
- Budget and Administration
- Training
- Delivery of Services
- Fleet Design and Management (Equipment/Apparatus)
- Emergency Medical Advisory Committee
- Grayson County Fire & Rescue Association

It is the proposal of the Board and County Administration to have a complete and thorough review of the aforementioned areas of concentration and a comprehensive list of recommendations to enhance the delivery of services to the citizens of Grayson County.

Your consideration of this request at the next available opportunity would be greatly appreciated.
Please do not hesitate to contact me with any questions you may have regarding this request.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jonathan D. Sweet', with a large, stylized flourish extending to the right.

Jonathan D. Sweet, ICMA-CM
County Administrator

CC: Mohamed G. Abbamin, MPA Policy Manager

Grayson County

Grayson County
Board of Supervisors



Commonwealth
of Virginia

RESOLUTION

Requesting a Comprehensive Analysis (Study) of the County's Fire/EMS System


WHEREAS, Fire and Emergency Medical Services (EMS) is among the highest priorities demanded and expected by our citizens who deserve prompt and professional response every time they call 9-1-1; and

WHEREAS, over 270 volunteers give unselfishly of their time from 9 Fire and Emergency Stations (EMS), responding to over 2,388 calls for service annually; and


WHEREAS, the Grayson County Board of Supervisors demonstrates its genuine commitment to these organizations by appropriating over \$395,000 in the current fiscal year for normal, recurring needs, while considering special requests as necessary.

NOW, THEREFORE, BE IT RESOLVED THAT the Grayson County Board of Supervisors hereby requests the completion of a Comprehensive Analysis (Study) of the County's Fire and Emergency Services System and directs the County Administrator to take necessary action to request the same from the Virginia Fire Services Board.

Adopted this, the 13th day of October 2016, in the County of Grayson, Virginia.

By: 
Brenda R. Sutherland, Chair
Grayson County Board of Supervisors

Attest:


Jonathan D. Sweet
Grayson County Board of Supervisors

Mitch Smith

From: Jolena Young <jyoung@galaxva.com>
Sent: Tuesday, September 13, 2016 4:25 PM
To: Mitch Smith
Subject: CY 2015 Volumes - Grayson

CY2015 Incidents	Sum of CYTotal
Grayson	2388
Baywood Rescue	192
Elk Creek Fire	23
Elk Creek Rescue	139
Fries Fire	81
Fries Rescue	484
Independence Fire	99
Independence Rescue	796
Mt. Rogers Fire	27
Mt. Rogers Rescue	143
Rugby Fire	48
Rugby Rescue	242
Troutdale Fire	22
Troutdale Rescue	92
Grand Total	2388

Jolena Young
Twin County Regional 911 Coordinator
Carroll County – Galax City – Grayson County
Office: 276-236-5122
Mobile: 276-233-3231



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STEPHEN A. CARTER
County Administrator

CANDICE W. MCGARRY
Administrative Assistant/
Deputy Clerk

DEBRA K. MCANN
Director of Finance and
Human Resources

Administration

SEP 21 2016

Department of Fire Programs

September 15, 2016

Mr. Mohamed G. Abbamin, MPA
Policy Manager
Virginia Department of Fire Programs
1005 Technology Park Drive
Glen Allen, VA 23059

RE: Comprehensive Analysis Study of Nelson County's Fire/EMS System Request

Dr. Mr. Abbamin;

This letter is to request the services of the Virginia Fire Services Board (VFSB) to conduct an objective, complete, and thorough review of Nelson County's Fire and EMS system.

As shown in the attached resolution, adopted September 13, 2016, this study has the full support of the Nelson County Board of Supervisors and County Administration.

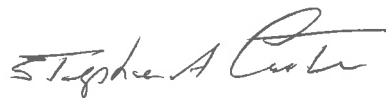
The requested areas of concentration of this study include:

- Organization and administration
- Budget and central purchasing
- Training
- Operations and delivery of services
- Fleet design and management

It is the Board of Supervisor's proposal to have an objective, complete, and thorough review of the above-mentioned areas of concentration and to receive recommendations for improvements to enhance the County's Fire and EMS service delivery system.

Your consideration of this request is greatly appreciated. If you have any questions concerning this request please contact me at (434) 263-7001 or by email at scarter@nelsoncounty.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen A. Carter". The signature is written in a cursive style with a prominent initial "S".

Stephen A. Carter
County Administrator

Enclosure



BOARD OF
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Director of Finance and
Human Resources

RESOLUTION R2016-61
NELSON COUNTY BOARD OF SUPERVISORS
REQUEST FOR INITIATION OF A COMPREHENSIVE ANALYSIS STUDY OF
NELSON COUNTY'S FIRE/EMS SYSTEM BY THE
VIRGINIA FIRE SERVICES BOARD

WHEREAS, one of the Board's 2016 priority retreat objectives was review of the County's Fire and EMS service delivery system; and

WHEREAS, pursuant to §9.1-203 (4) of the Code of Virginia 1950 as amended, Fire and EMS studies are conducted by the Virginia Fire Services Board at the request of a local jurisdiction,

NOW THEREFORE BE IT RESOLVED, by the Nelson County Board of Supervisors that said Board hereby authorizes Stephen A. Carter, County Administrator to request on behalf of the Board, the services of the Virginia Fire Services Board in conducting an objective, complete, and thorough review of the County's Fire and EMS service delivery system and provide its recommendations for improvement; and

BE IT FURTHER RESOLVED, the requested areas of concentration of this study include: organization and administration, budget and central purchasing, training, operations and delivery of services, and fleet design and management.

Approved: September 13, 2016

Attest: Stephen A. Carter, Clerk
Nelson County Board of Supervisors



VIRGINIA FIRE SERVICES BOARD

RULES OF PROCEDURES

**VIRGINIA DEPARTMENT OF FIRE PROGRAMS
VIRGINIA FIRE SERVICES BOARD**

1005 Technology Park Drive
Glen Allen, Virginia 23059
Tel: (804) 371-0220
Fax: (804) 371-3444

VIRGINIA FIRE SERVICES BOARD

Rules of Procedure

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VIRGINIA FIRE SERVICES BOARD

Rules of Procedure

Preamble

(To be Published)

Article I Name and Offices

Section 1.1 **Name.** The name of the organizations shall be the Virginia Fire Services Board.

Section 1.2 **Offices.** The principle office for the Virginia Fire Services Board shall be located within the offices of the Virginia Department of Fire Programs.

Article II Purpose, Powers and Duties

Section 2.1 **Purpose, Powers and Duties.** The Virginia Fire Services Board shall function as a policy board within the Virginia Department of Fire Programs. The Virginia Fire Services Board shall have the specific powers and duties enumerated by § 9.1-203 of the *Code of Virginia* and other duties enumerated by § 38.2-401 of the *Code*. Section 9.1-202 of the *Code* designates the Virginia Fire Services Board as one of the Commonwealth of Virginia's policy boards and as such it has the characteristics of any policy board, commission or council as described in § 2.2-2100 of the *Code*.

Article III Members

Section 3.1 **Members.** There shall be fifteen (15) members of the Virginia Fire Services Board. Twelve (12) appointed by the Governor, subject to confirmation by the General Assembly as follows: one (1) representative of the insurance industry; two (2) members of the general public with no connection to the fire services, one (1) of which shall be a representative of those industries affected by Superfund Amendments and Reauthorization Act (SARA), Title III and the Occupational Safety and Health Administration (OSHA) training requirements; and one (1) representative from each of the following organizations: the Virginia Fire Chiefs Association, the Virginia State Firefighter's Association, the Virginia Association of Professional Firefighters, the Virginia Fire Services Council, the Virginia Fire Prevention Association, the State Chapter of the International Association of Arson Investigators, the Virginia Municipal League, the Virginia Association of Counties and a member of the Virginia Chapter of the International Society of Fire Service Instructors who is a faculty member teaching fire science at a state institution of higher learning. Of these appointees at least one shall be a volunteer firefighter. In

addition to the gubernatorial appointees, the following persons shall be members of the Virginia Fire Services Board: the State Fire Marshal, the State Forester and a member of the Board of Housing and Community Development to be appointed by the chairman of that Board.

Article IV Officers

Section 4.1 **Number and Title.** Members of the Virginia Fire Services Board shall elect annually from its membership two (2) officers a Chairman and a Vice-Chairman.

Section 4.2 **Election.** The officers shall be elected for a term of one (1) year at the annual meeting (June) of the Virginia Fire Services Board. Newly elected officers shall assume their respective offices at the first scheduled meeting following the election.

Section 4.3 **Nominees for Election.** When more than (1) person is nominated for election as an officer voting shall be conducted by a Nomination Committee. The Chairman Pro-Tem shall appoint a two (2) member Nomination Committee to conduct the election and report the results.

Section 4.4 **Removal.** Members of the Virginia Fire Services Board may vote to remove an officer, i.e. the Chairman or Vice-Chairman, when it is determined that the best interests of the Virginia Fire Services Board are not being served. The vote for removal will be by two-thirds (2/3^{rds}) of the members present.

Section 4.5 **Replacement.** A special election may be conducted at any meeting of the Virginia Fire Services Board to replace an officer, i.e. the Chairman or Vice-Chairman, who has been removed, incapacitated or resigned.

Section 4.6 **Duties and Authorities.** The officers shall perform specified duties and shall have the power to exercise specific authorities as provided by these Rules of Procedure.

Section 4.7 **Chairman.** The Chairman shall call meetings of the Virginia Fire Services Board and set the agenda for such meetings. The Chairman shall have the power to appoint committees, assign responsibilities and appoint a Board member to serve as the VFSB Representative on the Board of Housing and Community Development. The Chairman shall be an Ex-Officio member of all committees except the Executive Committee and the Nomination Committee. As an Ex-Officio member of a committee, the Chairman shall have the same rights as other committee members except the Chairman is not obligated to attend committee meetings.

Section 4.8 **Vice-Chairman.** The Vice-Chairman shall assume the duties of the Chairman in his/her absence and shall perform other duties as assigned by the Chairman.

Section 4.9 **Appointment of a Chairman Pro-Tem.** The Chairman of the Virginia Fire Services Board shall appoint a Chairman Pro-Tem when the Chairman vacates the chair and the Vice-Chairman is unavailable during meetings.

Section 4.9.1 **Election of a Chairman Pro-Tem.** The Virginia Fire Services Board may elect a Chairman Pro-Tem to preside during meetings to remove any officer. The Virginia Fire Services Board shall elect a Chairman Pro-Tem during meetings when there is a call for an election.

Article V Meetings

Section 5.1 **Regular Meetings.** There shall be no more than six (6) regular meetings of the Virginia Fire Services Board during each fiscal year (1 July to 30 June). The Chairman shall determine the date, time and location of the meetings.

Section 5.2 **Annual Meeting.** There shall be one (1) annual meeting of the Virginia Fire Services Board to be held during June of each year. The Chairman shall determine the date, time and location for the annual meeting.

Section 5.3 **Special Meetings.** The Secretary of Public Safety and Homeland Security may call a special meeting of the Board should circumstances dictate. The purpose of the special meeting shall be stated in the written notice of said meeting and concurrent with public notification as required by § 2.1-343(D) of the *Code of Virginia*. Except in the case of emergency, there shall be at least five (5) working days between the date of the written notice and the date of the special meeting.

Section 5.4 **Clerk.** The Executive Director of the Virginia Department of Fire Programs shall recommend the appointment of a Clerk to the Chairman of Virginia Fire Services Board. The Clerk will publish the call for meetings and record, publish, distribute, maintain, store and destroy all committee, subcommittee and Virginia Fire Services Board meeting records and minutes in accordance with State law and policy of State Librarian of the Commonwealth of Virginia.

Section 5.5 **Waiver of Notice.** Any member of the Virginia Fire Services Board may waive notice of any meeting before, at or after such meeting. Attendance of a member at a meeting of the Virginia Fire Services Board shall constitute a waiver of notice of such a meeting, except where a member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted nor the purpose of any regular or annual meeting needs to be specified in the notice of such a meeting.

Section 5.6 **Quorum.** A majority of the members of the Virginia Fire Services Board shall constitute a quorum. The Chairman shall determine that a quorum is present before calling a meeting to order. The minutes shall reflect the name of the members present. If less than

a quorum is present, a majority of the members present at the meeting may postpone or delay the meeting without further notice until a quorum is present.

Section 5.7 Order of Business – Regular Meetings. At regular meetings the order of business shall be as follows:

- Pledge of Allegiance & Moment of Silence
- Roll Call
- Sign-in sheet for guests
- Changes in the agenda
- Public comments
- Consent Agenda
 - Approval of the minutes of the previous meeting
- Report From The VDFP Executive Director
- Report from the VDFP Deputy Executive Director
- Fire Education and Training
 - A. Report From The VDFP Branch Chief of Training and Operations
 - B. Unfinished Business
 - C. New Business
- Fire Prevention and Control
 - A. Report From The VDFP Branch Chief of Training and Technical Services
 - B. Report From The Department of Forestry
 - C. Report From The Codes and Standards Subcommittee
 - D. Unfinished Business
 - E. New Business
- Administration, Policy and Finance
 - A. Report from the VDFP Chief Administrative Officer
 - B. Report From The Burn Building Committee
 - C. Unfinished Business
 - D. New Business
- Comments From The Chairman, VFSB
- Unfinished Business
- New Business
- Adjournment

Section 5.8 Order of Business – Annual Meeting. At the annual meeting the order of business shall be as follows:

- Pledge Of Allegiance & Moment Of Silence
- Roll Call
- Sign-In Sheet For Guests
- Changes In The Agenda
- Public Comments
- Consent Agenda
 - Approval Of The Minutes Of The Previous Meeting
- Report From The VDFP Executive Director

- Report from the VDFP Deputy Executive Director
- Report from the VDFP Chief Administrative Officer
- Fire Education and Training Committee Business
 - A. Report From The VDFP Branch Chief of Training and Operations
 - B. Unfinished Business
 - C. New Business
- Fire Prevention and Control Committee Business
 - A. Report From The VDFP Branch Chief of Training and Technical Services
 - B. Report From The Department of Forestry
 - C. Report From The Codes and Standards Subcommittee
 - D. Unfinished Business
 - E. New Business
- Administration, Policy and Finance Committee Business
 - A. Report from the VDFP Chief Administrative Officer
 - B. Report From The Burn Building Committee
 - C. Unfinished Business
 - D. New Business
- Comments From The Chairman, VFSB
- Unfinished Business
 - Committee Assignments
- New Business
 - A. Rules and Procedures Resigning
 - B. Memorandum of Understanding Resigning
- Election of Chairman Pro-Tem
- Report from the Nomination Committee
- Election of Officers
- Adjournment

Section 5.9 **Conduct of Business in Meetings.** All motions offered during meetings shall be presented in written form at the time of introduction.

Section 5.10 **Voting.** Each member of the Virginia Fire Services Board shall have the sole privilege of voting on all matters submitted to them at all regular, annual and special meetings. Each member shall cast one (1) vote at meetings where they are present. There shall be no proxy votes or votes by designees or substitutes.

Section 5.11 **Presumption of Assent.** A member of the Virginia Fire Services Board who is present at a meeting at which an action on any matter is taken shall be presumed to have assented to such action. A dissent shall be entered into the minutes of the meeting or a written dissent to such action is filed with the Clerk before the meeting is adjourned.

Section 5.12 **Debate.** Members of the Virginia Fire Services Board shall confine debate to the merits of the pending question once it has been brought before the Board. Members shall address their remarks to the Chairman.

Section 5.13 **Closed Meetings.** The Commonwealth of Virginia has a policy which states that the affairs of government shall be conducted in the open. Therefore, all meetings of the Virginia Fire Services Board will be open to the public, unless stated otherwise. As a public body the Virginia Fire Services Board may hold meetings that are closed to the public, but only for the purposes specified in § 2.2-3711, (A) of the *Code of Virginia*. A step by step procedure to conduct a closed meeting is specified in § 2.2-3711 of the *Code*.

Article VI Executive Committee

Section 6.1 **Members.** The Executive Committee of the Virginia Fire Services Board shall consist of the following members: the Chairman, the Vice-Chairman and the Chairmen of the Standing Committees. The Chairman may vote to resolve a tie vote. The Chairman may appoint one additional Board member to the Executive Committee, as needed.

Section 6.2 **Authority.** The Executive Committee, during the interval between meetings of the Virginia Fire Services Board, shall have the authority to consider all policy matters that are deemed to require action where the Board has given no instructions or directions. The Executive Committee shall not have the authority to alter, amend nor repeal these Rules of Procedure. All actions taken by the Executive Committee shall be reported to the Virginia Fire Services Board at its next meeting.

Section 6.3 **Quorum.** A majority of the members of the Executive Committee shall constitute a quorum.

Section 6.4 **Order of Business.** At meetings of the Executive Committee the order of business shall be as follows:

- Approval of the minutes of the previous meeting
- Changes in the agenda
- Public comments
- Consent Agenda
- Unfinished business
- New business

Section 6.5 **Voting.** Each member of the Executive Committee shall have the sole privilege of voting on all matters submitted to them. Each member of the Committee shall cast one (1) vote. There shall be no proxy votes or votes by designees or substitutes.

Section 6.6 **Presumption of Assent.** A member of the Executive Committee who is present at a meeting where a vote is taken on any matter is presumed to have assented to such action unless a dissent is entered into the minutes of the meeting or a written dissent is filed before the meeting is adjourned.

Article VII Committees

Section 7.1. Standing Committees. There shall be four (4) standing committees of the Virginia Fire Services Board: The Committee on Administration, Policy and Finance; the Committee on Fire Education and Training; the Committee on Fire Prevention and Control and; the Committee on Burn Building. No committee shall have the authority to amend, alter or repeal these Rules of Procedure, to appoint or remove any member of a committee or to amend, alter or repeal any resolution or motion of the Virginia Fire Services Board. Members of committees shall serve at the pleasure of the Chairman of the Board. The Chairman of the Board shall appoint the Chair and members of all committees, except that the Vice-Chairman of the Board will be Chair of Administration, Policy and Finance.

Section 7.1.1 The Committee on Administration, Policy and Finance. This committee shall be responsible for providing information and make recommendations to the Board and the Secretary of Public Safety concerning legislation affecting fire prevention and protection, and fire services organizations in Virginia; approving the criteria for and disbursement of any grant funds received from the federal government and any agencies thereof and any other source and to disburse such funds in accordance therewith; and investigating alternative means of financial support for volunteer fire departments and advising jurisdictions regarding the implementation of such alternatives. The committee will also establish policy on financial matters including but not limited to, Aid-To-Localities (ATL), grant funds, and special request of committees. The Chair of this committee will be the Vice Chairman of the Board.

Section 7.1.2 The Committee on Fire Education and Training. The Committee on Fire Education and Training shall be responsible for providing information and making recommendations to the Virginia Fire Services Board related to the review and approval of a five-year (5) statewide plan for fire education and training; providing technical assistance and advice to local fire departments, fire service organizations and local governments through Fire and Emergency Medical Services studies done in conjunction with the Agency; and advising the Agency on and adopting personnel standards for fire service personnel.

Section 7.1.3 The Committee on Fire Prevention and Control. The Committee on Fire Prevention and Control shall be responsible for providing information and making recommendations to the Virginia Fire Services Board and Agency to ensure the development and implementation of the Virginia Fire Prevention and Control plan; advising the Agency on the development a statewide plan for the collection, analysis and reporting of data related to fires in the Commonwealth; and evaluating all fire prevention and protection programs, and make any recommendations deemed necessary to improve the level of fire prevention and protection in the Commonwealth.

Section 7.1.2 The Committee on Burn Building. The Chairman of the Virginia Fire Services Board shall appoint a Chair to the Burn Building Committee. The Committee shall consist of six other members and must include at a minimum the following members: the Fire Education and Training Committee Chair (as currently appointed); the Board member representing the Insurance Industry; either a Virginia Association of Counties or a Virginia Municipal League member; and, either a Board of Housing & Community Development or a

General Public member. The Committee shall be responsible for assisting the Administration, Policy and Finance Committee with the review and analysis of the Burn Building Grant Program. Meetings of this subcommittee shall be in months where no regular or annual meeting of the Board is being held.

Section 7.2 Special Committees. The Chairman of the Virginia Fire Services Board or the Chairman Pro-Tem shall appoint, as the need arises, special committees that go out of existence when relieved by the Chairman or when their task is completed and a final report is submitted. The Nomination Committee is an example of such a committee.

Section 7.3 Standing Subcommittees. There shall be one (1) standing subcommittee of the Virginia Fire Services Board: Codes and Standards Subcommittee. No subcommittee shall have the authority to amend, alter or repeal these Rules of Procedure, to appoint or remove any member of a subcommittee or to amend, alter or repeal any resolution or motion of the Virginia Fire Services Board. The Chairman of the Board shall appoint the Chair and members of the subcommittees. All subcommittee appointees shall serve at the pleasure of the Chairman of the Board.

Section 7.3.1 The Codes and Standards Subcommittee. The Chairman of the Virginia Fire Services Board shall appoint a Chair to the Codes and Standards Subcommittee. The Subcommittee shall consist of at least six other members, including the following: the Fire Prevention and Control Committee Chair (as currently appointed); the Board member representing Virginia Fire Prevention Association; the Virginia State Fire Marshal; the Virginia Fire Marshal Academy Chief; and two members-at-large, to be appointed by the Chairman of the Board. The Subcommittee shall be responsible for assisting the Fire Prevention and Control Committee with the review and analysis of the Statewide Fire Prevention Code, pursuant to §27-97 of the *Code*. Meetings of this subcommittee shall be in months where no regular or annual meeting of the Board is being held.

Section 7.4 Conduct of Business in Committees. The quorum for a committee meeting shall be a majority of the members of the committee. Meeting of Special Committees shall be conducted in one session. The regular rules of parliamentary procedure shall apply except where special instructions have been given. Motions to close or limit debate shall not be allowed. When a substantive matter is being considered the Chair of a committee may hold a public hearing. All motions or resolutions offered during a committee meeting shall be presented in written form at the time of introduction. Only committee members shall have the right to debate and deliberate on resolutions or motions. Committee members shall have the sole privilege of voting on all matters submitted to them. Each member shall cast one (1) vote at meetings where they are present. There shall be no proxy votes or votes by designees or substitutes. Per *Roberts Rules of Order Newly Revised*, Committee Chairs may only vote to break a tie or when voting is conducted through ballot. A committee report shall be an official statement providing information, offering a resolution or recommending the adoption of a motion.

Section 7.4.1 Conduct of Business in Subcommittees. The quorum for a subcommittee meeting shall be a majority of the members of the subcommittee. The regular rules of

parliamentary procedure shall apply except where special instructions have been given. Motions to close or limit debate shall not be allowed. When a substantive matter is being considered the Chair of a subcommittee may hold a public hearing. All motions or resolutions offered during a subcommittee meeting shall be presented in written form at the time of introduction. Only subcommittee members shall have the right to debate and deliberate on resolutions or motions. Subcommittee members shall have the sole privilege of voting on all matters submitted to them. Each member shall cast one (1) vote at meetings where they are present. There shall be no proxy votes or votes by designees or substitutes. Per *Roberts Rules of Order Newly Revised*, Subcommittee Chairs may only vote to break a tie or when voting is conducted through ballot. A subcommittee report shall be an official statement providing information, offering a resolution or recommending the adoption of a motion.

Section 7.5 Order of Business in Committee Meetings. At Committee meetings the order of business shall be as follows:

- Pledge of Allegiance & Moment of Silence
- Roll Call
- Sign-in sheet for guests
- Changes in the agenda
- Public Comments
- Consent Agenda
 - Approval of the minutes of the previous meeting
- Report from the Virginia Department of Fire Programs' committee liaison
- Report from the Virginia Department of Fire Programs' Chief Administrative Officer
- Report from (Subcommittee Chair, where appropriate)
- Comments from the Committee Chairmen
- Unfinished Business
- New business
- Adjournment

Section 7.5.1 Order of Business in Subcommittee Meetings. At Subcommittee meetings the order of business shall be as follows:

- Pledge of Allegiance & Moment of Silence
- Roll Call
- Sign-in sheet for guests
- Changes in the agenda
- Public comments
- Comments from the Subcommittee Chairman
- Unfinished business and general orders
- New business
- Adjournment

**Article VIII
Parliamentary Authority**

Section 8.1 **Purpose.** The purpose for parliamentary authority shall be to provide for the orderly conduct of business by the Virginia Fire Services Board.

Section 8.2 **Application.** At all meetings of the Virginia Fire Services Board and at all committee and subcommittee meetings parliamentary procedure shall apply. Parliamentary procedure requires treatment of one matter at a time, extending courtesy and fairness to all members of the Virginia Fire Services Board and letting the majority rule while guaranteeing the right of the minority.

Section 8.3 **Parliamentary Authority.** The parliamentary authority for the Virginia Fire Services Board shall be the rules contained in the current edition of *Robert's Rules of Order Newly Revised*. The parliamentary authority shall be the governing authority in all cases to which they are applicable and in which they are not inconsistent with these Rules of Procedure and any special rules of order the Virginia Fire Services Board may adopt.

Section 8.4 **Parliamentarian.** The Chairman of the Virginia Fire Services Board or the Chairman of any Committee may appoint a Parliamentarian when appropriate during any meeting. The Parliamentarian shall advise the Chairman on all questions of parliamentary procedure.

Section 8.5 **Special Rules.** All formal actions, i.e. motions, will be effective upon their passage by the Full Board, unless otherwise noted. (Per Board motion on February 24, 2012)

Article IX Conflict of Interest

Section 9.1 **Conflict of Interest Defined.** A conflict of interest shall be defined as the competition between the personal economic interests of an individual member of the Virginia Fire Services Board and the economic interest of the Virginia Fire Services Board as defined by the *Code of Virginia*, § 2.2-3100 – 2.2-3131. A conflict may exist when financial or other material gains are derived as a result of a direct or indirect relationship.

Section 9.2 **Disclosure.** Members of the Virginia Fire Services Board shall disclose any possible conflict of interest to the Board. When a possible conflict is relevant to a matter requiring action, the interested member shall provide all appropriate information. When there is doubt as to whether a conflict of interest exists, the matter shall be resolved by a vote of the Board, excluding the member concerned with the possible conflict of interest. Any member disclosing a possible conflict of interest may be counted in determining the presence of a quorum.

Section 9.3 **Absence from Discussion.** A member reporting a possible personal conflict of interest shall absent themselves from the discussion of the conflict of interest.

Section 9.4 **Abstinance from vote.** The member determined to have a personal conflict of interest shall abstain from any vote on the conflict of interest matter. The member shall be

counted as present in determining a quorum. The minutes of the meeting shall reflect that the member abstaining during any vote on a possible conflict of interest.

Article X Changes to the Rules of Procedure

Section 10.1 Amendment. These Rules of Procedure may be amended, altered, repealed or replaced at any meeting of the Virginia Fire Services Board by an affirmative vote of a majority of the members present provided that amendment or alteration has been submitted in writing at the previous meeting and notice of such a proposed action is included in the call of the meeting.

Section 10.2 Technical Corrections. The Clerk of the Virginia Fire Services Board is authorized to correct article and section designations, punctuation and cross-references and to make such other technical and conforming changes as may be necessary to reflect the intent of the Virginia Fire Services Board in connection with any amendments to these Rules of Procedure, with review and approval of Chairman of Board.

Section 10.3 Review. The Administration, Policy and Finance Committee and the Clerk of the Virginia Fire Services Board will review these Rules of Procedure prior to the annual meeting. A report and recommendations of this review will be made to the full Board at the annual meeting.

Rules of Procedure Certification

The undersigned as the Chairman of the Virginia Fire Services Board certifies that as such is authorized to execute this certificate and that the foregoing Rules of Procedure consisting of 10 pages including this page constitute the Rules of Procedure of the Virginia Fire Services Board duly adopted on the 18th day of June, 2016 this the 244th year of the Commonwealth of Virginia.



Walter Bailey, Chairman
Signature

November 18, 2016
Date



MEMORANDUM OF UNDERSTANDING

between the

VIRGINIA FIRE SERVICES BOARD

and the

VIRGINIA DEPARTMENT OF FIRE PROGRAMS

Purpose and Scope

The purpose of this Memorandum of Understanding (MOU) is to establish mutually accepted duties, responsibilities, and expectations between the Virginia Department of Fire Programs and the Virginia Fire Services Board. This document supersedes any prior MOU and other relevant materials and correspondence. The MOU is provided to help define activities and expectations with *Code of Virginia* sections 9.1-200, 9.1-201, 9.1-202, 9.1-203, 9.1-204, and 38.2-401.

Agreement

In addition to the above organizations' responsibilities to Virginia's Fire Services, the Virginia Fire Services Board ("Board") and the Virginia Department of Fire Programs ("Department") do hereby establish and maintain the following understanding:

The Board will promulgate policy and regulations as permitted by the *Code of Virginia*, with support from the Department. The Department is responsible for management issues pertaining to the administration of fire services training, general and non-general funds, grants programs, fiscal services, capital assets, procurement, marketing, and employment of personnel.

The Board shall be responsible for the development and adoption of all Rules of Procedure governing the function and process of the Board. The Department shall ensure that current copies of these Rules of Procedure are properly maintained as provided by the Board.

The Board shall be provided a Clerk by the Department to assist the Board in carrying out its responsibilities and duties.

The Board shall establish policies that govern grant funds disbursed from the Fire Programs Fund for State grant or entitlement programs in accordance with the *Code of Virginia* sections 9.1-200, 9.1-201, 9.1-202, 9.1-203, 9.1-204, and 38.2-401. The Department shall notify the Board of the need for the Board to take action with regard to establishing additional criteria not specified in existing program policies.

The Fire Services Grant Program will be used to finance the Virginia Fire Incident Reporting System and to build or repair fire service training facilities as determined by the Board. All grants provided from these funds shall be administered by the Department according to policies established by the Board.

The Board shall investigate alternate means of financial support for volunteer fire departments and advise jurisdictions regarding the implementation of such alternatives.

The Board shall provide technical assistance and advice to local fire departments other fire services organizations, and local governments through Fire and Emergency Medical Services studies done in conjunction with the Department.

The Board shall advise the Department on the Statewide Fire Prevention Code.

The Board shall evaluate all fire prevention and protection programs and make any recommendations deemed necessary to improve the level of fire prevention and protection in the Commonwealth.

The Board shall advise the Department on the Commonwealth's statewide plan for analysis and reporting of data relating to fires in the Commonwealth through the Virginia Fire Incident Reporting System (VFIRS).

The Board shall verify the accuracy of minutes and other records of all official Board meetings, which shall be provided to and maintained by the Department.

The Board and the Department shall jointly ensure the development and implementation of the Virginia Fire Prevention and Control Plan.

The Board shall review and approve the Five-Year Strategic Training and Education Plan developed by the Department.

The Board shall advise the Department on and adopt personnel standards for Virginia's fire service personnel.

The Department shall conduct training schools for fire and emergency service personnel in various areas of the Commonwealth. These schools will utilize standards reviewed by the Board.

The Board shall establish and maintain a policy manual consisting of all Board policies for the Board, with assistance from the Clerk to the Board. Likewise, the Department shall establish and maintain a policy manual for the Department.

Official business pertinent to the Board and the Department shall be jointly reviewed by the Board's Chairperson and the Department's Executive Director prior to presentation before the Board.

The Board will receive copies of their financial statements prior to each Board meeting. The Chairperson of the Board shall be responsible for assuring the Board's expenditures do not exceed their budget allocation.

The Chairperson of the Board and the Executive Director of the Department shall collaborate on the development of the Board's strategic plan and conduct annual evaluations.

The Board understands the importance of public comment and input, and shall allow such to be presented during committee and Board meetings as appropriate.

The Chairperson of the Board shall develop and implement written performance expectations for all committees. It is understood that any restructuring changes must remain within the realm of the Board's established budget.

The Department will ensure the attendance of appropriate staff or duly appointed liaisons at committee meetings of the Board. The Chairperson of the Board will ensure that requests for information from the Department shall be submitted in advance to allow the Department ample time to address issues.

The Chairperson of the Board and the Executive Director of the Department will work together and agree on standardized reports that will be routinely provided to the Board by the Department.

The Board and the Department will adhere to all Freedom of Information Act (FOIA) requirements and the Department will provide the Board with FOIA training upon request by the Chairperson of the Board. Each Board member will also be responsible for adhering to all State policies related to Conflict of Interest training and economic filings.

The Board shall follow parliamentary procedure according to *Robert's Rules of Order Newly Revised*. The Department shall provide the most current edition to the Chairperson of the Board and to the Board's parliamentarian. In conjunction with the parliamentarian, The Board Chairperson shall be responsible for the Board's adherence to all parliamentary

procedures. In the Chairperson's absence, this responsibility shall be of the Vice-Chairman and parliamentarian.

The Board shall make recommendations to the Secretary of Public Safety and Homeland Security concerning legislation affecting Virginia's Fire Services. The Chairperson of the Board will forward Board recommendations to the Executive Director of the Department who in turn will forward them for consideration by the Administration. No Board Member shall testify before the Governor and/or the General Assembly, as a representative of the Board, unless requested by the Administration.

The Department shall ensure that information requested by the Board is forwarded in a timely manner. Requests for such information shall be made by the Chairperson of the Board or committee chairperson(s) to the Clerk of the Board. Requests for information from individual Board members not specific to a committee shall be directed to the Chairperson of the Board.

As stewards of the public trust, the Chairperson of the Board and the Executive Director of the Department will periodically review the practices of the Board and the Department to ensure that expenditures of the Board and the Department are reasonable with respect to the costs for meetings and associated travel.


The Chairperson of the Board and the Executive Director of the Department shall work together to resolve any and all issues or concerns that may arise not otherwise addressed in the Memorandum of Understanding or by any other document or source.

Review and Renewal


This MOU shall be in effect until the Board and the Department agrees to revise or rescind the document. Changes can be made at any period throughout the calendar year upon consent by the Board and Department. All alterations must be in writing. The Chairperson of the Board and the Executive Director of the Department further agree to review and renew this MOU at the first meeting of the Full Board after July 1st of every year.

Signed

We do hereby acknowledge and agree to abide by the provisions of this Memorandum of Understanding.



Executive Director
Virginia Department of Fire Programs



Chairperson
Virginia Fire Services Board

November 18, 2016
Date Signed

November 18, 2016
Date Signed