

VIRGINIA FIRE SERVICES BOARD

Friday, November 18, 2016

A regular meeting of the Virginia Fire Services Board was held at the Lynchburg, Virginia. Mr. Walter Bailey served as Chair.

BOARD MEMBERS PRESENT

Walter Bailey – Chair – Virginia State Firefighter’s Association
David Layman – *Vice Chair* - Virginia Fire Chiefs Association
Brian McGraw - Virginia State Fire Marshal
H. Lee Day – Virginia Fire Services Council
Dennis D. Linaburg – Virginia Chapter of the International Association of Arson Investigators
Sean P. Farrell –Virginia Board of Housing & Community Development
Bettie Reeves-Nobles – General Public
James “Robby” Dawson – Fire Prevention Association
James D. Poindexter – Virginia Professional Firefighters Association
Joseph F. Hale – Association of Counties
James A. Calvert – Industry (SARA Title III & OSHA) Representative
David C. Hankley – Virginia Municipal League
Bettina Ring – Virginia State Forester

BOARD MEMBERS ABSENT

VACANT – Insurance Industry
Jeff Bailey - VA Chapter of the International Society of Fire Service Instructors

AGENCY MEMBERS PRESENT

Brook Pittinger	Mohamed Abbamin	Brenda Scaife
Melvin Carter	Dave Jolly	Ron Reynolds
Theresa Hunter	Tim Hansbrough	

GUESTS PRESENT

Ronnie Coleman	Allen Baldwin
Jonathan Wright	Charlie Singleton
Mike Berg	Claud Owen
Scott Kissinger	

PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

ROLL CALL

CHANGES IN THE AGENDA

Public Comments

Consent Agenda

- A. Approval of The Minutes Of The Previous Meeting
 - i. Fire Education and Training Committee
 - ii. Fire Prevention and Control Committee
 - iii. Administration Policy and Finance Committee
 - iv. Full Board

Report from the VDFP Executive Director

Report from the VDFP Deputy Executive Director

Report Fire Education and Training

- A. Report From the VDFP Branch Chiefs
- B. Report from the Training and Education Committee
- C. Unfinished Business
- D. New Business

Fire Prevention and Control Committee Business

- A. Report From The Department of Forestry
- B. Report From The State Fire Marshal
- C. Report From The Codes and Standards Subcommittee
- D. Unfinished Business
- E. New Business
 - a. Discussion: Fire Prevention & Control Plan
 - b. Virginia State Police VFIRS Access

Administration, Policy and Finance Committee Business

- A. Grants and Finance Report from the VDFP Chief Administrative Officer
- B. Report From The Burn Building Committee
- C. Unfinished Business
- D. New Business
 - a. Review/Approve VFIRS Applications
 - b. Blackstone Renovation Application (Review)
 - c. Winchester County Burn Building Extension
 - d. Montgomery County Burn Building Extension
 - e. Prince George County, VA Burn Building Update
 - f. Nelson County Fire and EMS Study Request
 - g. Grayson County Fire and EMS Study Request

Comments from the Chairman, VFSB

Full Board Business

- A. Unfinished Business
- B. New Business
 - i. FY17 Rules and Procedures Re-signing
 - ii. FY17 Memorandum of Understanding Re-signing
 - iii. Committee Assignments

PUBLIC COMMENTS

Chairman Walter Bailey thanked the board members and attendees for their commitment to public safety.

City of Lynchburg Fire Chief, Steven Ferguson welcomed everyone to Lynchburg.

CONSENT AGENDA

Topic: Consent Agenda

Motion: To approve the Consent Agenda / Minutes.

Discussion: Motion to accept was made.

Vote: Unanimous

Action: Motion Carries

REPORT FROM THE VDFP EXECUTIVE DIRECTOR

Melvin Carter provided the following report;

Chief Carter advised about the agency's continuous efforts to ensure the public receives superior customer service. Below are some updates;

- **State Fire Marshal:** Chief Carter introduced the Agency's new State Fire Marshal, Brian McGraw.
- **Erin Rice:** Chief Carter advised the board and the public that Erin Rice is now the Community Risk Reduction Coordinator at VDFP.
- **Hiring:** VDFP is in the process of hiring Division Chiefs for; Division One and Five.
- **Agency Safety Officer:** Agency is pursuing to hire a Safety Officer within VDFP.
- **Website:** The Virginia Department of Fire Programs (VDFP) is nearing completion on the redesign of their www.vafire.com website. The current version of www.vafire.com has been in use for over ten years. The redesign will focus on improving the content, structure, and navigation of the website. The new site will also be built on a content management system approach that will allow for easy

updating and maintenance as needed. The projected launch date for the new website is December 9, 2016.

- **Technology:** Agency is in the process of finalizing in acquiring Image Trend to streamline tech related tasks.
- **Mental Health in the Fire Services:** The agency organized a Mental Health Workgroup, membership include subject matter experts along with various fire services leadership in the Commonwealth. The workgroup has been working diligently in producing recommendations for a Mental Health Awareness I curriculum.
- **VDFP/VCCS Partnership:** The agency is working alongside Virginia Community College System in merging education delivery to better reach students across the Commonwealth.

REPORT FROM THE DEPUTY EXECUTIVE DIRECTOR

Brook Pittinger provided the following report:

- **Public Safety Training Center:** The Agency has been working with the PSTC staff to better utilize the building space currently leased by VDFP. VDFP will be relinquishing 5 of the 7 rooms we currently lease. The two rooms VDFP will retain will be used as a warehouse and a workshop. The Agency is also cleaning up the outside storage area and will be better utilizing the space for the storage of our training props.
- **EOC Support:** The Agency is reviewing its current support levels to the EOC and the protocols used internally to respond. The Agency will be pursuing efforts to expand staffs that are trained to support the EOC and also hire additional part time staff to provide support.
 - **Records Retention:** The Agency is currently reviewing its records retention schedule. The following revised schedule is being proposed to align VDFP to the Library of Virginia's record retention schedule requirements.
 - **Division/Program Offices:** 5 year retention of most current FYs at the division office level (with exception of FMA).
 - **QA Division:** Will retain 5 years of all state records for the 5 to 10 preceding FYs. These files will be shred each year so that only 5 years of records are retained by DFP.
 - **FMA:** Records retention scheduled require 50 years for LE.
 - QA will be notifying students and departments of the modifications to the records retention process for DFP.

FIRE EDUCATION AND TRAINING COMMITTEE BUSINESS REPORT FROM THE VDFP OPERATIONS AND TRAINING/TECH SERVICES

Tim Hansbrough provided the following report:

November 2016: Operations and Training/Tech Services report:

Status Update of Recommendations:

Program Development continues for the Drivers series and Officers series. There is an anticipated release date after the first of the calendar year.

The following is the status of the Virginia Department of Fire Programs Divisions 1-7:

A. Division 1

The Division Chief position is currently vacant. VDFP is in the process of developing a recruitment strategy.

B. Division 2

The Division Chief is a member of the CVAHIMT team.

Shenandoah County: Fire Chief Gary Yew retired - New Fire Chief Tim Williams

C. Division 3

There is nothing to report.

D. Division 4

There is nothing to report.

E. Division 5

The Division Chief position is currently vacant. VDFP is in the process of developing a recruitment strategy.

F. Division 6

Division 6 is assisting in maintaining a presence in the Division 4 Office, obtaining instructors to teach, doing assignments, scheduling testing, sending test packets and fielding Office questions on training. Additional EVOC train the trainers being schedule to meet the needs of the fire service

G. Division 7

The Tennessee-Virginia State Weekend was September 24-25, 2016.

Officer I & II Development is currently in progress. An expected date of completion is January 1, 2017.

The Equity & Diversity Conference was held in Fairfax on Oct 17-18, 2016.

Division Updates

- **NIMS:** Since the last report to the VFSB in August 2016, the following courses and program have been conducted through the IMS Division: ICS-300 (2); and ICS-400 (2). One ICS-400 was cancelled for insufficient enrollment.
- **CGSFLIMT Program:** The CGSFLIMT will be conducted October 24-28 in Bristol. Dialog is under way to conduct another CGSFLIMT in Division 5 in calendar year 2017.
- **Command & General Staff Functions:** The Division Chief, along with Q/A Division Chief Jolly delivered a workshop entitled "When is your Team—A-Team" at the Virginia Hazardous Materials Conference in September. The workshop delves into

the various phases or types of “teams” and was originally developed for IMT’s but is applicable to other teams such as HazMat Teams. Any locality seeking to host an ICS program or CGSFLIMT can contact the division chief for further planning.

- The division chief also continues coordinating scheduling of advanced and position specific training plans with IMT organizations within FEMA Region III, including teams currently in Pennsylvania, Maryland, and Virginia as well as the NCR IMT based in northern Virginia. This initiative is intended to maximize the use of limited funds throughout the region for delivery of position-specific and advanced command training. Preliminary discussions among the various states and their team leaders may result in work to develop a region-wide joint training venture in 2016. As this effort progresses, the VFSB will be kept apprised of the progress.
- The IMS Division will make every effort to support local need for ICS training. Generally, course requests should be made with the understanding that funded courses must be open for general registrations to any interested students. Host localities for classes are generally accorded a negotiated minimum number of seats. Any locality or region seeking specific NIMS, ICS, or related training should contact the IMS Program office not less than 60 days prior to requested dates.
- **Technical Rescue:** Rescue week the first week of October. VDFP presented eight classes and had approximately 150 to 200 students attend. VDFP is currently working on updating trailers and equipment to meet the current and future needs of the technical rescue training programs. VDFP hopes to have at least one of the new rope trailers in service by January, with the second one to follow soon thereafter. A new trench trailer is being ordered in the next couple of weeks and should be in service by January as well.
- **New Programs:** VDFP is working on some new programs, including: expanding machinery rescue to two days and beyond, and an advanced rope course, in addition to what the agency already has in place.
- **Updated Programs:** VDFP is also working on updating the current water rescue program and moving forward with swift water rescue programs.
- **New Equipments:** VDFP has a gear on order to better serve certain courses like vehicle rescue level two as well as the agency’s rope programs. VDFP hopes to have all of the new equipment in place and start schedule new training on the new equipment over the winter months.
- **18-month calendar:** VDFP is adjusting to the new 18-month calendar. We had departments that actually did not do the training that were approved. Therefore, we intend combining them together in a rescue weekend type format throughout Virginia in 2017.

- **Adjunct Process:** VDFP is currently working on the adjunct process for water and technical rescue, as well as finalizing programs already in place for MOU jurisdictions.
- **Pro-Board Testing Venues:** VDFP also intends on trying to provide at least one or two pro-board testing venues during the year 2017.
- **ARFF:** The ARFF program has three training classes remaining in its fall training cycle. All Aircraft Live Fire Training has been scheduled to be conducted at Newport News/Williamsburg International Airport, Roanoke/Blacksburg Regional Airport, and Wallops Island Flight Facility. Since July, the ARFF Division has conducted 2 Aircraft Live Fire Classes, six Responses to Aviation Accidents for First Responders, cancelled one Response to Aviation Accidents for First Responders due to insufficient student enrollment, and rescheduled an ARFF certification class due to Hurricane Mathew. The ARFF Chief continues to serve as a committee member of the Central Virginia Fire Chiefs Operations Committee Foam Work Group, the VDEM Flammable Liquid Work Group, and the UAS Secure Commonwealth Sub-Panel.

Total Programs listed thus far in FSTRS for the Fiscal Year 2017 as of October 31, 2016

	Entered in FSTRS for FY 2017 as of October 31, 2016						
	Funded	Reimbursable	Non-Funded	Partially Funded	Courses Cancelled	Total Ended	Total Yearly Schools Run
Division 1	6	6	29	30	4	75	71
Division 2	3	0	17	33	5	58	53
Division 3	8	3	15	12	11	49	38
Division 4	15	0	0	1	7	23	16
Division 5	15	1	49	19	3	87	84
Division 6	15	1	3	18	2	39	37
Division 7	8	0	33	39	4	84	80
Q/A	6	2	7	0	19	34	15
NIMS	2	2	2	0	1	7	6
Tech Rescue	18	10	59	0	8	95	87
ARFF	11	0	1	0	2	14	12
VFMA	13	2	41	0	5	61	56
Totals	120	27	256	152	71	626	555

REPORT FROM TRAINING AND EDUCATION COMMITTEE

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

No New Business

REPORT FROM THE DEPARTMENT OF FORESTRY

Bettina Ring, State Forester provided the following report;

Virginia Dry Hydrant Program:

- **FY 2016:** Last fiscal year's work included 29 New Installs along with 17 repairs.
- **FY 2017:** The work for FY 2017 is now underway. We have 39 new installations planned along with 13 Repairs.
- **Contractor:** Silver Creek Incorporated is once again the contractor for FY 2017.
- **ISO:** VDOF dry hydrant program manager did field a call from one of the staff with ISO who had questions concerning the current ISO recognition of the Virginia program. ISO's hesitation to recognize the Virginia program for many years was based on the fact that they require a 100-year drought study on any water source used for a hydrant, as a means of ensuring that hydrants use during drought conditions. ISO finally relaxed that requirement in 2012, which then allowed them to recognize hydrants installed under the Virginia program. Apparently, ISO is currently revisiting this issue and may again require the 100-year drought study on any water source used. If so, it would be likely that ISO will rescind its approvals on the Virginia Dry Hydrant sites. The challenge in this requirement is that ISO cannot give a clear definition of what is required in terms of the 100-year drought study. At the current time, nothing has changed and there is really nothing that needs to happen. Should ISO decide to reinstate the 100-year drought study requirement for any dry hydrant site, the VDOF will be back in touch with the Fire Services Board to determine the best course of action going forward.

VDOF Equipment Replacement



New F-250's behind shop in Charlottesville



Paul Morse refurbishing pumps



Carl Belew installing strobe lights

- **Emergency Response Trucks:** VDOF has taken delivery of 37 emergency response trucks. The complex task of outfitting them with customized equipment is well underway at the headquarters shop. We recently ordered 18 dozers recently and almost all of them are at GR Manufacturing, in Trussville, AL being fitted for fire duty. GR is a John Deere-approved custom job facility. Two dozers are expected to ship soon, one to Charlottesville, and the other to Stringfellow, in Nashville, TN to

manufacture the transport body. The transports themselves should begin shipping from Kenworth to Stringfellow in the days ahead. We are also purchasing two brush trucks soon.

- **Fall Wildfire Season:** This year's fall season activity has been above normal with most of the activity occurring in far southwest Virginia. Since October 15th, the VDOF has suppressed 84 wildfires that burned a total of 3104 acres and damaged four homes and 17 other structures. During this same period, agency responders' protected 126 homes and 134 other buildings with an estimated value of over 15 million dollars. Virginia's largest wildfire of the fall to date is the 2,800-acre Raven's Rock fire, which started in Kentucky and burned into Virginia, mainly impacting National Forest property in Wise County. The mention of this fire is significant because although the jurisdictional responsibility for the vast majority of the fires control rested with the US Forest Service, a small number of local VDOF personnel are credited with containing approximately 1700 acres of the fire over the course of three days, saving what is conservatively estimated to be more than 1 million dollars in federal firefighting expenses in the process.
- **VDOF Statewide Wildfire Academy:** Virginia's 17th annual statewide wildfire academy is now scheduled for June 6 - 10, 2017. The academy will once again be based out of Longwood University in Farmville. 11 different wildfire suppression and incident management related classes are scheduled for what is expected to be around 300 students. Online registration will open on February 1, 2015. Students are charged a flat fee of \$50 which covers all related materials as well as necessary lodging and food.

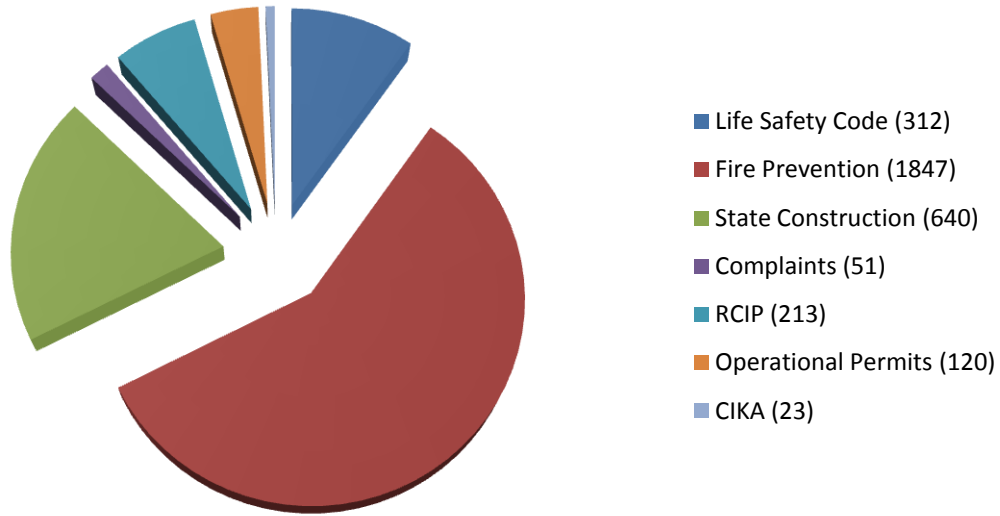
REPORT FROM THE STATE FIRE MARSHAL'S OFFICE

State Fire Marshal Brian McGraw provided the following report;

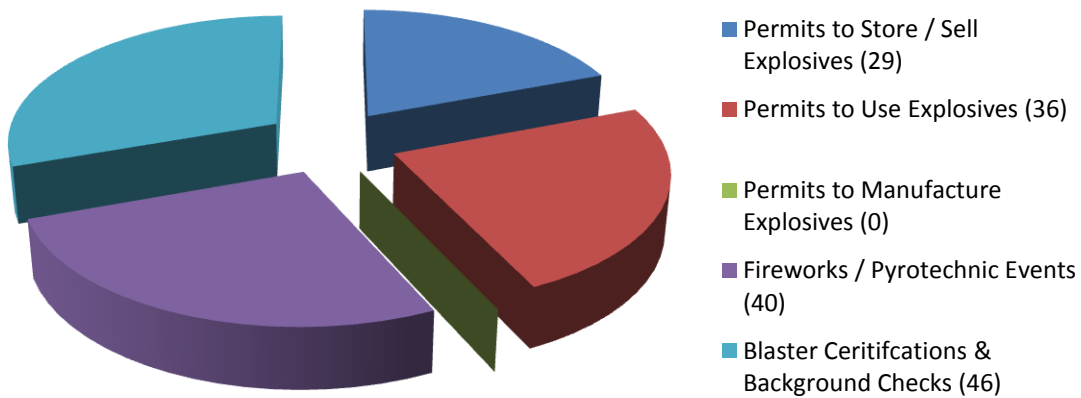
The State Fire Marshal would like to recognize Deputy State Fire Marshal Ron Reynolds, who has served as the Interim State Fire Marshal since Ed Altizer retired at the end of March. Ron did an outstanding job maintaining the operations of the State Fire Marshal's Office during this transition period.

The following selected items from SFMO Weekly Reports since the June 3, 2016 meeting of the Virginia Fire Services Board include significant items as highlighted to the Secretary of Public Safety and Homeland Security. All weekly reports are available upon request.

FY17 Inspection Activity as of 11/11/2016



FY17 Explosives and Pyrotechnics Permits as of 11/11/2016



Fire Fatalities: As of November 11, there have been 52 recorded civilian residential fire fatalities in the Commonwealth of Virginia. By comparison, there were 54 fatalities for the same period in 2015 and 60 fatalities for the same period in 2014.

Incident Date	Location	Gender	Age
7/9/16	Manassas Park	Male	73
7/27/16	Richmond	Female	61

		Female	30
		Male	5
7/27/16	Fairfax	Male	58
		Female	3
7/30/16	Henrico	Female	52
7/31/16	Manassas	Male	36
		Male	17
8/14/16	Mathews County	Male	81
8/16/16	Tazewell County	Unknown	Unknown
9/2/16	Petersburg	Male	Unknown
9/8/16	Chesterfield County	Male	Unknown
9/24/16	Big Stone Gap	Female	51
10/9/16	Louisa*	Male	74
		Female	51
10/22/16	West Point	Female	72
10/27/16	Culpepper	Female	35
		Female	4

**Note: Two other occupants of the home escaped.*

- Fire Fatalities Roundtable:** In an effort to increase awareness and develop a statewide strategy for prevention and reduction of fire-related casualties, Virginia Department of Fire Programs Executive Director Melvin Carter hosted a roundtable discussion on Wednesday, August 24, 2016. There were more than 45 fire prevention professionals in attendance and 16 more participating via conference call from across the Commonwealth to discuss the critical issue of fire fatalities. The goal of this meeting was to improve the fire safety and prevention outreach in the Commonwealth of Virginia and motivate communities to implement effective Community Risk Reduction Plans. Attendees shared a common desire and passion to reduce the number of civilian fire fatalities and injuries experienced in local jurisdictions across the Commonwealth. Working with leadership of Virginia's fire services, the Virginia Department of Fire Programs will develop and implement a Strategic Community Risk Reduction Plan. Specific initiatives include developing partnerships with other state agencies, businesses and nonprofit organizations as well as planning a statewide kick-off event for Fire Prevention Week to include print and video messaging.
- VFIRS (VSP/VDFP/OEMS):** A meeting was held on September 15, 2016 with the Department of Fire Programs (VDFP), Virginia State Police (VSP) and Office of Emergency Medical Services to discuss potential partnerships to address the alarming number of civilian fatalities. As a result of this meeting, VDFP identified a need to improve its data collection to link the required fire incident reporting and the fire investigation reporting. Currently, two reports are completed, one by the investigator determining fire cause and another by the firefighter extinguishing the fire. Often times, the two reports are never merged or updated with supplemental information. As a result, fire prevention leaders do not have a holistic understanding of the fire risk problem in Virginia. One immediate solution identified was to grant VSP fire investigators access to the Virginia Fire Incident Reporting System

maintained by VDFP. In jurisdictions without a fire marshal, VSP serves as the fire investigative unit. An additional meeting has been planned with the Office of the Chief Medical Examiner for late September to continue these discussions.

- **Fire Official's Summit:** The SFMO/VDFP and VFPA hosted the First Annual Fire Official's Summit at the Henrico Training Center on July 14 from 9 am to 3pm. Discussion topics included proposed changes to the fire code, Community Risk Reduction, and discussions on improving the 1031 Fire Inspector course.
- **Trump Campaign Event:** Presidential candidate Donald Trump held a campaign event at the Southwest Virginia Higher Education Center in Abingdon on August 10, 2016. The event was attended by over 800 people. As requested by the United States Secret Service, the Virginia Department of Fire Programs provided assistance with this event along with state, local and federal public safety officials. VDFP provided operational resources as well as a cache of radios. Additionally, the State Fire Marshal's Office staff monitored occupancy, exits, and fire alarm stations throughout the event to ensure fire and life safety. There were no incidents reported.
- **George Mason University Incident Follow-up:** In March 2016, the State Fire Marshal's Office received notification of an incident on the campus of George Mason University involving the use of a flamethrower by students in a dormitory. Two individuals were arrested on drug and alcohol-related charges and the third person was charged with possession of bomb-making materials. Northern State Fire Marshal Manager Steven Sites appeared in Fairfax County General District Court on August 17, 2016 on this matter. The Commonwealth's Attorney and defense counsel negotiated a plea deal that resulted in *nolle prosequi* the charges related to the Fire Prevention Code. The defendant was charged on three other counts of possession of burglary tools, purchase/possession of alcohol, and trespassing by the Police Department. Therefore, the violation of the Statewide Fire Prevention Code for possession of explosives was not pursued during the negotiated plea.
- **Community Risk Reduction Initiative:** The Virginia Department of Fire Programs hosted a meeting on September 9, 2016 to discuss establishing partnerships with nonprofit organizations and businesses to promote fire prevention. Virginia Department of Fire Programs and Papa John's Pizza promoted a Fire Safety Fundraiser during the month of October. Papa John's Pizza committed to providing 15 percent of all pizza sales in their Metro Richmond locations to the Virginia Fire and Life Safety Coalition for increased fire prevention outreach and training. Yard signs were distributed to fire departments for display at local stations. These funds will be utilized for a fire prevention event later this fall.
- **State Fair of Virginia Exhibit:** To continue our community risk reduction efforts, the Virginia Department of Fire Programs and the State Fair of Virginia partnered together to promote fire prevention. The 2016 State Fair included an exhibit to demonstrate fire prevention programs, firefighting skills, operational procedures and other community safety services. VDFP equipment was present to provide a first-hand experience of everyday fire conditions. An airplane simulator allowed members of the public to see how difficult it is for a firefighter to access the narrow corridors of an airplane. Another exhibit was the mobile burn unit which simulates

a fire situation inside a building with actual fire and smoke, as firefighters enter the structure and extinguish the fire with their hoses, while the public watches from the bleachers. Additionally, VDFP disseminated fire safety information, especially on smoke alarm replacement. Fire departments from the Cities of Hampton and Virginia Beach and the Counties of Chesterfield, Hanover, Prince George, Spotsylvania and Henrico, participated.

- **Vice-Presidential Debate at Longwood University:** Staff from the State Fire Marshal's Office supported the Vice Presidential debate at Longwood University on October 3, 2016. SFMO Staff participated in multiple planning meetings to review various items, including the Media Center set up, aisles, egress, and ADA requirements; the Debate Hall (Willett) set up, egress, draping fabric, and fire retardant fabrics and hangings; a field to be fenced in, the Secret Service perimeter, for use as a three day event, including use during the debate for a concert, food vendors, tents, activities, a beer garden, and a large TV screen to view the debate. SFMO Staff were on-site during the event and worked closely with Longwood University staff, the U.S. Secret Service and other Federal, State, and local agencies.
- **School Fire Drills:** During the 2016 General Assembly Session, legislation (HB1279 – Anderson) passed to require every public school conduct a fire drill *at least* twice during the first 20 days and *at least* twice during the remainder of the school year. The Virginia Statewide Fire Prevention Code (Sections 404.2.3 and 405.1) has requires a fire drill within the first 10 days and one per month during the school year. Additionally, the Board of Education's Regulations Establishing Standards for Accrediting Public Schools in Virginia mirrors the Statewide Fire Prevention Code and requires 11 fire drills per academic year. Before this legislation, the Administrative Code and Code of Virginia contained identical language.
- As a result of the 2016 Legislation, the Virginia Building and Code Officials Association submitted a proposed modification to the Statewide Fire Prevention Code to "mirror" the new language in [Section 22.1-137](#) in the *Code of Virginia* as it relates to the frequency of school fire drills. However, this proposal drops the words "at least" from the language and would make four fire drills per school year the new requirement. This would significantly weaken the fire code and reduce emergency planning and training. It is anticipated the Virginia Fire Chiefs Association and the Virginia Fire Prevention Association will strongly oppose this change to the Fire Code.
- **State Fire Marshal's Office All-Hands Meeting:** Agency personnel from the State Fire Marshal's Office (SFMO) attended an All-Hands Meeting in Glen Allen from November 1 – 3, 2016. This marked the first time all staff had the opportunity to meet new State Fire Marshal Brian McGraw. Northern Virginia Fire Marshal Manager Steve Sites coordinated a successful multi-day training session. Personnel earned 16 hours towards their Fire Inspector recertification requirements. Topics covered included:
 - Review of 2012 Life Safety Code update
 - Pyrotechnics and Flame Effects (classroom and field demonstration)
 - Virginia State Corporation Commission role and SFMO interface
 - Virginia Department of Labor and Industry role and SFMO interface

- Virginia Department of Health: Life Safety Code and training update
- Bureau of Capital Outlay Management Construction Inspections
- Virginia Fire Marshal Academy Communicating with Your Community
- Safety Awareness: Asbestos, Mold, and Laboratory Safety
- Red Cross: Partnership for Community Risk Reduction

State Farm Partnership: Virginia Department of Fire Programs Executive Director Melvin Carter, Deputy Director Brook Pittinger, State Fire Marshal Brian McGraw and Community Risk Reduction Coordinator Erin Rice participated in a conference call with Kim Conyers of State Farm Insurance on November 4, 2016. The group collectively discussed future grant and partnership opportunities in the area of Community Risk Reduction. Ms. Conyers communicated that new grant monies will be available from the State Farm in early 2017. The Virginia Department of Fire Programs anticipates applying for this funding to implement several pilot programs in high risk areas.

Virginia Fire Marshal Academy: The VFMA has completed the following schools since the last meeting of the Fire Services Board:

Dates	Location	Number of Students
1031 - Fire Inspector		
June 6 - July 1	Richmond	16
August 1 - 26	Roanoke	12
September 19 - October 14	Front Royal	12
1033 - Fire Investigator		
July 11 - August 5	Charlottesville	18
August 29 - September 23	Loudoun	8
October 17 - November 10	Glen Allen	22
Basic Law Enforcement Academy		
April 11 - June 17	Fort A.P. Hill	29
Environmental Crimes		
September 26 - 30	Fairfax	18

REPORT FROM THE CODES AND STANDARDS SUBCOMMITTEE

Topic: Proposed Regulations (approved/denied)

Motion: N/A

Topic Discussion: Robby Dawson provided a brief update which discussed proposed regulations. Mr. Dawson also talked about the re-writing of the fire prevention code.

The Code Subcommittee will deliver a final update at the February 2017 Board Meeting.

Sean Farrell, Board of Housing and Community Development representative indicated that the VA Building Association is willing to provide any technical advice to the Code Subcommittee, if needed.

Vote: N/A

Motion Action: N/A

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

Topic: Fire Prevention and Control Plan

Motion: N/A

Topic Discussion: Brian McGraw, State Fire Marshal advised the board about the agency's intent to update its Fire Prevention and Control Plan.

Vote: N/A

Motion Action: N/A

Topic: Virginia State Police VFIRS Access

Motion: N/A

Topic Discussion: Agency advised the board about the collaboration of VDFP and Virginia State Police in VFIRS Reporting.

Vote: N/A

Motion Action: N/A

ADMINISTRATION, POLICY AND FINANCE COMMITTEE BUSINESS REPORT FROM THE VDFP CHIEF ADMINISTRATIVE OFFICER

Burn Building

- 1) Burn Buildings Cash Obligations/Availability as of November 7, 2016. **[Enclosure 1]**

Aid to localities

- 1) FY2016 ATL Report as of November 7, 2016. **[Enclosure 2]**
- 2) FY2017 ATL Allocations as of November 7, 2016. **[Enclosure 3]**

REPORT FROM THE BURN BUILDING COMMITTEE

The Committee did not have a meeting since the last full board meeting. Mrs. Reeves-Nobles, Chairwoman of the Burn Building Committee cited that as a consequence of the stakeholder's input on the prototype currently authorized – the Committee is setting up a meeting in January 2017. During this meeting the Burn Building Committee will consider reviewing prototypes to ensure the most updated/relevant structure is used. The newly selected A/E Firm that provides recommendation on prototype design will be present.

Meeting details forthcoming.

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

Topic: Review/Approve VFIRS Applications

Motion: Motion to approve all VFIRS Application.

Topic Discussion: Brenda Scaife, Chief Administrative Officer advised the board of the VFIRS applicants and the availability of funds to cover all applicants (32 total). The Board chose to provide one motion to approve all applicants.

Vote: Unanimous

Motion Action: Motion Carries

Topic: Blackstone Renovation Application (Review)

Motion: Motion to approve Blackstone's application for up to \$61,230 and no more than 36.2%.

Topic Discussion: In an effort to satisfy the five (5) year structural review per VDFP based on NFPA Standard 1403 – The Structure Group conducted a review at Blackstone on October 2016. The findings were provided to board members, a copy is on your table. Over all, the review showed a minor extend of new distress noted to be the result of the low usage of the facility within the past five years. TSG feels the additional distress and repairs may be monetarized in the form of a 15% contingency over the original proposal. The remedial repair costs approximately \$169,000. Utilizing the Grant Program Prototype 1 burn building prop minimum square footage of 1,730 square feet, the Town of Blackstone application for remedial repair funding would be pro-rated based on its current square footage of 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 award amount of \$61,230 for an updated bid proposal form.

See TSG Report – [Enclosure 4]

Vote: Unanimous

Motion Action: Motion Carries

Topic: Winchester County Burn Building Extension

Motion: Motion to approve Winchester County’s Burn Building Extension for 12 months.

Topic Discussion: Winchester’s bid opening for their new burn building project came in high. The locality is seeking to request an extension for at least 12 months. The locality is open to piloting other alternatives prototypes, if the board chooses to consider other prototypes.

Vote: Unanimous

Motion Action: Motion Carries

Topic: Montgomery County Burn Building Extension

Motion: Motion to approve Montgomery County Burn Building Extension for 12 months.

Topic Discussion: Montgomery County’s bid opening for their new burn building project came in high. The locality is seeking to request an extension for at least 12 months.

Vote: Unanimous

Motion Action: Motion Carries

Topic: Prince George County, VA Burn Building Update/Extension

Motion: Motion to approve Prince George County’s Burn Building Extension for 12 months.

Topic Discussion: Prince George County bid opening for their new burn building project came in high. The locality is seeking to request an extension for at least 12 months.

Vote: Unanimous

Motion Action: Motion Carries

Topic: Architect and Engineering (A/E) Firm

Motion: N/A

Topic Discussion: Virginia Department of Fire Programs has selected Hughes Associates Architects & Engineers to review and draft recommendations of improvement for the current Burn Building Prototypes. The Agency renewed its inspection contract with The Structure Group (TSG). TSG will continue delivering the Burn Building Inspection in order to protect the investment made in the structure by the Commonwealth of Virginia through the Burn Building Grant Program.

Vote: N/A

Motion Action: N/A

Topic: Nelson County and Grayson County Fire and EMS Study Request

Motion: Motion to accept Nelson County and Grayson County Fire and EMS Studies.

Topic Discussion: Board approved the Fire and EMS Studies for the aforementioned localities.

Grayson County: (Robby Dawson and Walt Bailey)

Nelson County: (Lee Day and Dave Layman)

[Enclosure 5]

Vote: Unanimous

Motion Action: Motion Carries

COMMENTS FROM THE CHAIRMAN

Chairman Bailey thanked everyone for their attendance.

Mike Berg, Manager, Regulation and Compliance with the Office of Emergency Medical Services introduced himself.

FULL BOARD BUSINESS

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

Topic: FY17 Rules and Procedures Re-Signing

Motion: Motion to approve the FY17 Rules and Procedures with the aforementioned edits on Section 7.3.1

Topic Discussion: Robby Dawson recommended to edit the following statement under Section 7.3.1 – The Codes and Standards Subcommittee – of the Rules and Procedure Document “...*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.*

Highlighted content above has been stricken off the Rules and Procedures Document.

[Enclosure 6]

Vote: Unanimous

Motion Action: Motion Carries

Topic: FY17 Memorandum of Understanding Re-Signing

Motion: Motion to approve the FY17 MOU.

Topic Discussion: Robby Dawson suggested for the Agency to add the Conference and Education Grant to the MOU. Agency advised the Conference and Education Grant is an agency-managed grant. Therefore, it is not within authority of the Fire Services Board.

Vote: Unanimous

Motion Action: Motion Carries

[Enclosure7]

Topic: Committee Assignments

Motion: N/A

Topic Discussion: See below for assignments

Burn Building Committee Membership:

- Bettie R. Nobles, Chairwoman – General Public Rep
- Jeff Bailey, VA Chapter International Society of Fire Instructors Rep & Chairman of Training and Education Committee.
- Joseph Hale, VACO Rep.
- David Hankley, VML Rep.
- Lee Day, VA Fire Services Council

- Sean Farrell, BHCD Rep.

Policy, Finance & Administration Committee Membership:

- David Layman, VA Fire Chiefs Association & Vice Chair of VFSB
- Jeff Bailey, VA Chapter International Society of Fire Instructors Rep & Chairman of Training and Education Committee.
- Robby Dawson, VA Fire Prevention Association
- David Hankley, VML Rep.
- Walter Bailey, VA State Firefighters Association (**Chair of VFSB)
- Bettie R. Nobles, General Public Rep.

Training and Education Committee:

- Jeff Bailey, VA Chapter International Society of Fire Instructors Rep & Chairman of Training and Education Committee.
- Lee Day, VA Fire Services Council
- David Layman, VA Fire Chiefs Association & Vice Chair of VFSB
- Walter Bailey, VA State Firefighters Association
- James Calvert, Industry (SARA Title III & OSHA)
- James D. Poindexter, Virginia Professional Firefighters Association (IAFF)

Fire Prevention & Control Committee:

- Robby Dawson, VA Fire Prevention Association
- Brian McGraw, State Fire Marshal
- Ron Reynolds, Deputy State Fire Marshal
- Dennis D. Linaburg, VA Chapter of International Assoc. of Arson Investigators

Code Subcommittee

- George Hollingsworth, Chair (appointed by VFSB Chairman)
- Sean Farrell, BHCD Rep.
- Robby Dawson, VA Fire Prevention Association
- Brian McGraw, State Fire Marshal
- Ron Reynolds, Deputy State Fire Marshal
- Perry Weller, Staunton Deputy Fire Marshal
- George Fitzgerald, Staunton – Captain
- Elaine B. Gall, Lecturer at UVA (Former VFSB Member)
- Andrew Milliken, Fire Protection Engineer – Stafford County
- Steven Sites, State Fire Marshal's Office
- David Throckmorton, Battalion Chief at Chesterfield Co. Fire Dept.
- Henry Rosenbaum, Fire Marshal at Henrico County, VA

- Maurice Wilson, Fire Marshal at Hampton Fire & Rescue

Vote: N/A

Motion Action: N/A

ADJOURNMENT

The Board adjourned at 1:43pm.

Clerk of the Committee

Mohamed G. Abbamin

REVIEWED BY:



November 18, 2016

Melvin D. Carter
Executive Director

Date

1. **Enclosure 1** – Burn Buildings Cash Obligations/Availability as of November 7, 2016
2. **Enclosure 2** – FY2016 ATL Report as of November 7, 2016
3. **Enclosure 3** – FY2017 ATL Allocations as of November 7, 2016
4. **Enclosure 4** – Blackstone Renovation Application, See TSG Report
5. **Enclosure 5** – Nelson County and Grayson County Fire and EMS Study Request
6. **Enclosure 6** - FY17 Rules and Procedures Re-Signing
7. **Enclosure 7** - FY17 Memorandum of Understanding Re-Signing