

VIRGINIA FIRE SERVICES BOARD

Administration, Policy and Finance Wednesday, February 22, 2017

A meeting of the Virginia Fire Services Board's Administration, Policy and Finance was held at the Virginia Beach Convention Center. Dave Layman, the Chair of Administration, Policy and chaired the meeting.

COMMITTEE MEMBERS PRESENT

David Layman – VFSB Vice-Chair & Chair of the Committee –Virginia Fire Chiefs Association
Robert Walter T. Bailey – VFSB Chair - Virginia State Firefighter's
Bettie Reeves-Nobles – Burn Building Subcommittee Chair – General Public
James “Robby” Dawson – Fire Prevention Association
Jeff Bailey - VA Chapter of the International Society of Fire Service Instructors
David C. Hankley – Virginia Municipal League

FULL BOARD MEMBERS PRESENT

Brian McGraw - Virginia State Fire Marshal
Dennis D. Linaburg – Virginia Chapter of the International Association of Arson Investigators
Sean P. Farrell –Virginia Board of Housing & Community Development

COMMITTEE MEMBERS ABSENT

Bettina Ring – Virginia State Forester

AGENCY MEMBERS PRESENT

Brook Pittinger Mohamed Abbamin
Melvin Carter Dave Jolly
Theresa Hunter

GUESTS PRESENT

Brad Owens Mike Brady Chris Shaver Jim Eicholtz
John Miller David Tusio Charles Perryman Larry Gwaltney

CHANGES IN THE AGENDA

UNFINISHED BUSINESS

- A. Review / Discuss / Modification
 - A. Burn Building Policy Modification for expanded policy allowance
 - B. Use of Image Trend to Capture/Collect BB info

NEW BUSINESS

- a. NA

PUBLIC COMMENTS

There were no public comments made.

COMMENTS FROM THE SUBCOMMITTEE CHAIR

Randy Wheeler welcomed everyone to the meeting and proceeded with the agenda.

UNFINISHED BUSINESS

Topic: Building Policy Modification for expanded policy allowance

Motion: Motion to accept and present the modified Burn Building Policy Document with changes to the full board on Thursday, February 23, 2017.

Topic Discussion: The committee reviewed the modifications made to the Burn Building policy. Additional amendments were made. New content is reflected on the enclosed Burn Building Policy Document. **[Enclosure 1]**

See below for a highlight of revisions;

Changes: All changes are in **RED** within the attached word document. See below for a brief highlight.

1. **Document's New Name:** *Regional Fire Services Training Grant*
 - a. **Grant Title:** *Live Fire Training Structure Grant Program* (**No longer the Burn Building Grant)
2. **Structure Name:** *Live Fire Training Structure* (**No longer the Burn Building Grant)
 - a. *This new name is used and has been updated throughout the document.*
3. **Section E - Training Facilities Committee**
 - a. **Committee New Name:** *Live Structure Committee*
4. **Section F - Definition Of Terms**
 - a. **Engineering/Architect (E/A) Fees :** **REMOVE:** *up to 10%*
 1. **Content Edits in all areas below;**
 1. **Live Fire Training Structure:** *"live fire training evolutions on a repetitive basis in accordance with NFPA 1001 and 1402 (NFPA 1402, 3.3.1)."*
 2. **Combination Buildings/Training Structures:** *As stated in NFPA 1402, at some training centers, because of a lack of available space or funds, individual structures for drill tower functions, live fire*

training, smoke training, or any combination thereof, might not be built.

3. ***Live Fire Training Structure (Construction Project)*** – A project to construct a new or replacement permanent *Live Fire Training Structure*. Construction *funding* is approved by the Virginia Fire Services Board in accordance with this Policy.
4. ***Live Fire Training Structure Renovation/Addition Project*** - A project to renovate an existing permanent *Live Fire Training Structure*; add an addition to an existing permanent *Live Fire Training Structure* (must not exceed the funding level of \$450,000 in accordance with the Grant policy); conduct repairs or renovations that involve structural components of a permanent *Live Fire Training Structure*; or conduct repairs that exceed the funding authorized for a *Live Fire Training Structure Repair Project*. Renovation funding is approved by the Virginia Fire Services Board in accordance with this Policy.
5. ***Live Fire Training Structure Repair Project*** – A project to conduct a repair to an existing permanent *Live Fire Training Structure* that does not exceed \$50,000. Projects allowed in this category include: Temperature monitoring equipment repairs; thermal lining tile repair and replacement; sacrificial block wall replacements (concrete masonry unit walls), fire brick; minor, non-structural, spalled concrete repair; door/window repairs; or similar repairs. Projects that involve repairs to structural components and/or projects that exceed \$50,000 are not eligible to be funded as a Repair Project. Cosmetic work such as painting and cleaning are not eligible to be funded as a *Live Fire Training Structure* repair project. Repair *funding* that meet the scope and intent of this policy are *funded* by the Virginia Department of Fire Programs in accordance with this policy. *Prior to the approval of any repair funds, a copy of the inspection report must be submitted to substantiate the request.*

b. Emergency Renovations

1. ***Add: "Prior to the approval of any repair funds or renovation, a copy of the inspection report must be submitted to substantiate the request. The Agency shall notify the VFSB upon the approval of an emergency renovation grant. This notification shall include the funding total and the nature of the funding/repair request."***

5. Section G. Disbursement of Funds

- a. ***Building Signage:*** Proper VDFP required signage is required

6. **Section H: Grant Application**

a. *Add new language:*

1. **Edit First Sentence:** *Any eligible jurisdiction may submit an application for a new construction Live Fire Training Structure grant or a renovation to a Live Fire Training Structure by completing and filing the prescribed form.*
2. **Emergency Renovations:**
 1. **Add:** *Prior to the approval of any repair funds, a copy of the inspection report must be submitted to substantiate the request.*
3. **Construction/Renovation Applications:**
 1. *Application submissions will be reviewed by the Facility Training Committee prior to recommendation to the full Virginia Fire Services Board. Applicants will make presentations to the Facility Training Committee and be available for questions from the Committee Members.*
4. **Insert Sentence:** *“Prior to any award, localities/jurisdictions must be current with their annual inspection and must provide documentation with grant application.”*

7. **Section P:**

a. **Full Construction Requirements:**

1. **Add** *“Prototype II for Class A fuels”*

8. **Section Q: Repairs/Renovations Requirements**

a. **Add:**

1. *“Prior to any award, localities/jurisdictions must be current with their annual inspection and must provide documentation with grant application.”*

9. **Section R: Permanent Live Fire Training Structure Inspection Requirements**

a. **Add:**

1. **Comprehensive Audit:** *Per the requirement of the Live Fire Training Structure Funding Policy, localities must participate in the fifth year audit conducted by the Agency’s A/E Firm. The fifth year audit is provided to localities at no cost. This will satisfy the inspection for that year.*

Vote: N/A

Motion Action: To be presented at the full board meeting on Thursday, February 23, 2017.

NEW BUSINESS

Topic: Use of Image Trend to Capture/Collect Burn Building information

Motion: NA

Topic Discussion: Melvin Carter, Executive Director discussed the agency's future use of Image Trend to ensure a higher level of accountability.

Vote: N/A

Motion Action: NA

ADJOURNMENT

The subcommittee adjourned at 11:35am

Clerk of the Committee

REVIEWED BY:



Brenda Scaife
CAO

Wednesday, February 22, 2017
Date

Enclosures:

1. Burn Building Policy Document – Enclosure 1

VIRGINIA FIRE SERVICES BOARD

Thursday, February 23, 2017

A regular meeting of the Virginia Fire Services Board was held at the Virginia Beach Convention Center. 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
James A. Calvert – Industry (SARA Title III & OSHA) Representative
David C. Hankley – Virginia Municipal League
Jeff Bailey - VA Chapter of the International Society of Fire Service Instructors

BOARD MEMBERS ABSENT

VACANT – Insurance Industry
Joseph F. Hale – Association of Counties
Bettina Ring – Virginia State Forester

AGENCY MEMBERS PRESENT

Brook Pittinger	Mohamed Abbamin	Rob Magnotti
Melvin Carter	Dave Jolly	Ron Reynolds
Theresa Hunter	Tim Hansbrough	

GUESTS PRESENT

Charlie Singleton	Dean Farmer	Donald Blake
Jim Forgo	Jerome Williams	Chinaka Barbour
Jim Eicholtz	David Tusto	John Miller
Mike Armstrong	Jeff Flippo	Larry Gwaltney
Randall Johnson	Rodney Ferguson	Charles Perryman
Pat Dent		

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
 - a. Approval of proposed Statewide Fire Prevention Code Proposals
- D. Unfinished Business
- E. New Business

Administration, Policy and Finance Committee Business

- A. Report from Administration, Policy and Finance Committee
 - i. **Document Review/Approve:** Live Fire Service Training Structure Grant Program
- B. Report From The Burn Building Committee
- C. Grants and Finance Report from the VDFP Chief Administrative Officer
- D. Unfinished Business
- E. New Business
 - i. **Review/Approve:** Franklin County Fire and EMS Study

Comments from the Chairman, VFSB

Full Board Business

- A. Unfinished Business

B. New Business

PUBLIC COMMENTS

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

Virginia Beach Chief expressed concern of VDFP's current pause on two Fire Marshal Academy courses, Fire Inspector 1031 and Fire Investigator 1033.

Monty Willaford recommended the use of Department of Defense courses as an alternative option for education (Inspector 1 and Inspector 2 courses).

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;

- **New Staff at Virginia Department of Fire Programs:**
 - Division 1, Manuel Barrero and Division 5, Doreen McAndrews
- **Fire Fatalities:** Chief Carter discussed the importance of fire related fatalities. He encouraged the board and the stakeholders to be cognizant of this area.
- **Website:** VDFP has updated/modified its website to enable user friendly capability.

REPORT FROM THE DEPUTY EXECUTIVE DIRECTOR

Brook Pittinger provided the following report:

- **Needs Assessment:** VDFP will develop a new format for the needs assessment. The format will make assessment applicable within the scope of policy and flexibility.
- **National Fire Academy:** Virginia's extension on Real ID will come to an end. If individuals have the old Virginia ID, they will not be able to access the National Fire Academy. It is highly recommended for individuals to get the new Virginia ID and/or driver's license.

- **Annual Report:** Refer to the Annual Report which covers all developments and changes from 2016.
- **Records Retention:** VDFP has been over compliant on retaining records. Records have been made into an electronic version.
- **Bookstore:** In review of VDFP's business model, the Bookstore is not able to compete with online services. The Bookstore will close on July 1, 2017. Staff covering the bookstore will be re-purposed.

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

Tim Hansbrough provided the following report:

Division 1

- a. Manuel Barrero was selected as Division Chief. Chief Barrero will assume his position on March 10, 2017.
- b. Mallory Nash retired as the Division 1 Administrative Assistant on December 31, 2016. Mallory was replaced by Priscilla Perdue.

Division 2

- a. **Regional Schools/Large Events:**
 - a. **VEST/MIST:** Staffing of ESF#4 at State EOC for 2017 Inauguration
- b. **Interests/Trends:**
 - a. Frog Level VFD – Festival and Parade
 - b. Germanna Community College –Fire Science Curriculum Revised
 - c. Spotsylvania County: New Flashover Simulator
 - d. VDFP Class Coordination Program presented to the VFSB Training and Education Committee
- c. **Other Items:**
 - a. Clarke County: New Fire Chief Brian Lichty
 - b. Spotsylvania County: Chief M. Willaford retired – Acting Fire Chief J. Cullinan
 - c. Shenandoah County: Deputy Chief B. Street promoted – Captain Rick Funkhouser promoted to Training Chief

Division 3

- a. **Regional Schools/Large Events:**
 - a. Albemarle Regional – March 2017
 - b. Central Virginia Regional – October 2017
- b. **Interests/Trends: Nothing significant to report**
- c. **Other Items:**
 - a. The Division 3 office is at full staffing with the addition of Lisa Foster. Lisa came to us from VDJJ. We look forward to working with her and know she will enhance office operations.

Division 4

There is nothing to report.

- Division 4 Chief is still working on the Mental Health and Wellness Curriculum Development Committee. With meeting scheduled in the upcoming months.
- Division 4 Chief is currently working on Southwest VA Fire Fighters Quarterly Meeting coming April 9th at Dublin Fire Department.
- Division 4 Chief has set on numerous hiring panels for VDFP to include Division 1 Admin, Division 3 Admin, Division 1 Chief, and Division 5 Chief
- Division 4 Chief has also been on the promotional panel for Bristol VA Fire Department.
- Division 4 office is working closely with the local leaders to address training concerns in the area. We are also helping to educate the localities about the Training Survey coming out in March.

Division 5

- Doreen McAndrews selected as Division Chief. Chief McAndrews will assume her position on March 10, 2017.

Division 6

- Maintaining Division 6 Office duties, obtaining instructors for programs, assigning instructors, validating paperwork, scheduling testing, sending test packets and fielding office questions on training
- Division 6 has 111 classes during this budget year to including Funded, Non Funded, Partial Funded, and Reimbursable schools.
- Facilitated Driver Operator Pumper Committee meetings, completing forms and Admin Guides and Inst Updates
- Schedule Driver Aerial Operator Meeting on November 4.
- Attended Managers meeting in Roanoke on October 13.
- Attended September Southwest Firefighters Meeting and handled VDFP paperwork for training sessions
- Schedule additional EVOC Updates in Kent's Store, Williamsburg and Rocky Mount

Division 7

- Toured Fairfax County Fire Department's FASST Lab
- Met with Officer III & IV Committee for new development. Projected final date will be July 2017
- Finalized New Officer I & II Programs and met with Training & Education Committee
- NFPA 1403 Compliance Officer Development in Hampton

Division Updates

- **NIMS:** Since the last report to the VFSB in October 2016, the following courses and program have been conducted through the IMS Division: ICS (IS)-100 (1); ICS (IS)-200 (1); ICS-300 (6); ICS-400 (2); CGSFLIMT (1); and EMSFICS (1). One ICS-300 and two ICS-400 classes were cancelled for insufficient enrollment. The Division Chief is in communication with several localities adjoining or in close proximity to prevent future cancellations due to insufficient enrollment if those departments would be agreeable to combining enrollments in one location accessible to all. Any locality seeking to host an ICS program or CGSFLIMT can contact their division chief for

further information. On-going discussions among the various states and their team leaders and the FEMA Region 3 NIMS Coordinator may result in work to develop a region-wide joint training venture in 2017. 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:** The technical rescue division is working on new programs through work groups in swift water rescue as well as a series of advanced rope rescue. The same work group that is working on rope is also working on revising the current rope curriculum to include some new devices and new techniques.
 - They are also looking at the feasibility of moving ITR back to two days and putting the repelling back into rope level one as discussed. The surface water program has also been revamped so that surface water one and two can be completed in three days. It is also our intention based on the level of participation that if someone cannot pass this swim test then if they can pass all of the skills we could steal award them with a surface water one certificate.
- **Adjunct Hiring:** VDFP is working through the adjunct process and hopes to hire HTR as well as Swift water adjuncts for the new programs that are developing. Process completion by March 2017.
- **ARFF:** The ARFF program has 5 Aircraft Live Fire Training classes, 1 ARFF Certification classes, 4 Response to Aviation Accidents for First Responders scheduled for the spring training session and will be supporting 2 Airport Emergency Drill. Additionally, the ARFF Chief will be attending the annual Aircraft Rescue Fire Fighter Working Group ARFF Chiefs and Leadership conference, continues to serve as a committee member of the Central Virginia Fire Chiefs Operations Committee Foam Work Group and the VDEM Flammable Liquid Work Group.

Total Programs listed thus far in FSTRS for the Fiscal Year 2017 as of February 15, 2017

	Entered in FSTRS for FY 2017 as of February 15, 2017						
	Funded	Reimbursable	Non-Funded	Partially Funded	Courses Cancelled	Total Ended	Total Yearly Schools Run
Division 1	10	7	41	54	11	123	112
Division 2	10	0	35	71	12	128	116
Division 3	12	4	26	12	12	66	54
Division 4	24	0	0	5	10	39	29
Division 5	41	4	69	39	16	169	153
Division 6	18	4	10	35	4	71	67

Division 7	15	0	64	76	13	168	155
Q/A	6	2	8	0	20	36	16
NIMS	6	2	15	0	2	25	23
Tech Rescue	28	17	80	0	10	135	125
ARFF	11	1	2	0	3	17	14
VFMA	18	2	67	0	7	94	87
Totals	199	43	417	292	120	1071	951

REPORT FROM TRAINING AND EDUCATION COMMITTEE

See below for content discussed at the January 26, 2017 Training and Education Committee Meeting;

Topic: Program Updates/New Releases

Motion: N/A

Topic Discussion:

- a. Instructor III – Released
- b. Officer I,II,III,IV – July 1, 2017 release date
- c. Traffic Incident Management class to the Firefighter I program. – Evaluated starting 2018.
- d. Driver Aerial Operator – July 1, 2017 release date
- e. Driver Pump Operator – July 1, 2017 release date
- f. LP Gas Emergencies – Released
- g. Emergency Building Shoring – Released
- h. Machinery Rescue – Released
- i. Advanced Rope Course – Under development
- j. Tower Rescue Course – Under development
- k. Swift Water Course – Under development
- l. Lifting & Moving Course – Under development
- m. Breaching & Breaking Course – Under development

- n. Rural Water Supply – Released
- o. Basic Pump Operator – Released
- p. Hazmat Awareness/Operations – Under development (new standard just released)
- q. Course Coordinator – Under development

B. HMA/HMO Test Reading Policy Change - (*refer to VDFP annual report*)

Topic: Agency Updates:

Motion: N/A

Topic Discussion:

- a. Live Fire Training Certification Class – Redeveloped to be released July 1, 2017
- b. Incident Safety Officer Certification Class – Under development (awaiting hiring of new Chief Safety Officer)
- c. VDFP Strategy and Tactics Attendance Class – Under development
- d. VDFP Building Construction Attendance Class – Under development
- e. VDFP Command Overload Attendance Class (*Beyond STICO*) – Under development

Vote: N/A

Motion Action: N/A

See below for content discussed at the January 26, 2017 Training and Education Committee Meeting;

Topic: Program Updates/New Releases

Motion: N/A

Motion 1: Motion to accept per VDFP's recommendation the use of VFIS/McNeil EVOC Programs.

Topic Discussion:

- A. EVOC Reciprocity Process:
 - a. Accept VFIS/McNeil EVOC Programs
- B. Train-the-Trainer/MOU Process (*Development of Flow Chart*)

- a. Chart updated to create a higher level of accountability.
- C. 18 Month Calendar Status
 - a. The 18 month calendar was developed in an effort to streamline training opportunities across the Commonwealth.
- D. VDFP Online Forms Update/Instructor Resources (*VDFP IT delivering presentation*):
- E. Course/Instructor Evaluation on-line form
 - a. Forms have been updated.
 - b. Results get back to instructors in a timely manner to ensure improvement.
- F. VDFP to re-organize the FESHE training meetings – (Crosswalk)
- G. Quality Control/Assurance update: Improvements in progress.
- H. VDFP Retesting Policy update: Pending
- I. Technology Updates:
 - a. New Website, FSTRS, transcript accessibility software and test analysis system.
- J. Policy on partial completion of VDFP attendance required courses
- K. VDFP Testing Administration Policy: Review pending.
- L. Stakeholder Feedback on Training Status – stakeholder meetings around the Commonwealth.
- M. No Show Policy for Classes - Funded versus Non-Funded - no credit awarded.

Vote: NA

Motion Action: NA

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

Topic: VFMA - Fire Inspector 1031 and Fire Investigator 1033

Motion: Motion to approve any NFPA 1031 – Inspector I and II course which are Pro-Board/IFSAC accredited as meeting the provisions of Code of Virginia 27-34.2 provided the following are met;

1. Certification was obtained within the past 5 years, or
2. Certification was obtained within the past 10 years as long as the individual has been an active Fire Inspector for the past 5 years; and
3. The individual has the endorsement of the Fire Code Official or Fire Chief where they are appointed.

When individuals meet the criteria, VDFP will issue a documentation or certification as to meeting the NFPA 1031 Inspector Certification for the Commonwealth.

Topic Discussion: Board Member, Dave Layman brought up the concern of VDFP's current pause on two Fire Marshal Academy courses, Fire Inspector 1031 and Fire Investigator 1033. Mr. Layman recommended using alternative courses. Moreover, Chief Carter and State Fire Marshal, Brian McGraw added that the Agency will provide an alternative or the actual course by June 1. Essentially, the alternative will be Plan B.

Robby Dawson indicated the need to have Plan B is important for localities requiring the aforementioned courses. Mr. Dawson emphasized that there are localities within Virginia that have Fire Marshal staff that need the 1031 and 1033 class. The absence of an inspection/investigator program is creating a high level of inefficiency.

James Calvert, are we putting the lives of Virginians in danger since these 1031 and 1033 classes are not being provided by VDFP?

Melvin Carter responded indicating, Statewide, the absence of these courses does not endanger Virginians. Currently, the State Fire Marshal Office has the authority to enforce the provisions of the Statewide Fire Prevention Code in 183 of the 324 cities, counties and towns within Virginia encompassing 62 percent of the land area in which resides 17 percent of the state's population. Therefore, the short-term pause on delivering the aforementioned courses does not endanger citizens.

Background:

Fire Inspector 1031: The class meets the NFPA 1031 standard for level I and II using the current version of the Virginia State Wide Fire and Building Codes (ICC with Virginia Amendments). This course meets the requirements for summons powers under Code of Virginia § 27-34.2 and the competency requirements of DHCD.

Fire Investigator 1033: Designed by VFMA/VDFP & DCJS to prepare students who will receive police powers from their jurisdictions. Includes classroom and field exercises. Modular tests require 100 percent passing grade. During the first three weeks students will take a full DCJS Firearms school which will require three qualifying scores to move onto the remainder of the LE School.

Class Offering: Classes are offered 3 – 5 times a year.

Walt Bailey, Chairman of the Fire Services Board indicated he is in agreement with Robby Dawson to ensure a Plan B alternative.

Melvin Carter indicated the Plan B is being developed, as indicated earlier – the agency will have alternatives before June 1.

Robby Dawson requested to make a motion of providing reciprocity of accepting previous relevant training by VDFP.

Sean Farrell, asked if the motion seeking a Plan B is temporary or permanent. Robby Dawson indicated to revisit the motion and its policy again at the June board meeting. VDFP will provide the update to the full board.

Vote: Unanimous

Motion Action: Motion Carries

Topic: Farm Machine Extrication

Motion: N/A

Topic Discussion: Lee Day asked if the agency had any update on the Farm Machine Extrication Class. Dave Jolly indicated the class will be reestablished at a later date.

Vote: N/A

Motion Action: N/A

REPORT FROM THE DEPARTMENT OF FORESTRY

Bettina Ring, State Forester provided the following report;

Virginia Dry Hydrant Program: Virginia's dry hydrant program is currently at the midway point for the FY 2017 installations. Everything is on schedule and the contractor is a little past the halfway point in terms of the total projects for this year. The VDOF is also now accepting applications for the upcoming FY 2018 installations. Information on the program, along with the Dry Hydrant application itself was sent out to all fire departments

in the Commonwealth in mid-February. All of the program information is also available on the VDOF website.

Volunteer Fire Assistance Grant Program (VFA): The DOF is now accepting applications for our Volunteer Fire Assistance grant program. The program is designed to provide 50% matching funds to assist with the purchase of wildland and structural PPE, equipment and training. The funds are specifically targeted to Virginia's more rural volunteer fire departments. Full details are available on the VDOF website.

Spring Wildfire Season: Virginia's official spring wildfire season officially began on February 15th. The agency is a little concerned about the early start to the spring season and ongoing rain deficits which carried over from last fall. The VDOF has already suppressed 97 wildfires which burned just over 500 acres since the beginning of 2017.

4 PM Prescribed Burning Exemption Program: The agencies 4 pm prescribed burning exemption program received more than 150 requests for this spring, which plan to burn more than 22,000 acres. Exemptions are authorized under the Code of Virginia for burns which control exotic or invasive plant species, help to manage natural heritage resources, or for the improvement of wildlife habitat which cannot be completed at other times of the year.

Fire Review: The Southern Group of State Foresters and our USFS partners in the Southern Region are closely evaluating lessons from this past fall fire season, especially the tragedy in Gatlinburg, TN. The state foresters and NFS supervisors in those states with the most active fall fire season participated in a high level review in early January. All southern state foresters and fire chiefs along with USFS leadership will be participating in a fire review in mid-March. We will incorporate and share learning as appropriate.

Statewide Wildfire Training Academy: June 7 - 10, 2017 at Longwood University. 11 wildfire suppression, fire behavior and incident management related courses are being offered. Registration closes at the end of March, although at least two of the classes are already full. A flat \$50 fee is charged for registration, which covers all meals, lodging and expenses for each student. Registration information is available from the VDOF website or directly at:

<https://www.regonline.com/builder/site/Default.aspx?EventID=1924731>

2017 Legislative Session: Last week, we had the opportunity to display our emergency response equipment at Darden Gardens near the State Capitol and General Assembly building. This provided our agency with the opportunity to thank the administration as well as the state legislators and stakeholders for their support for the MELP funding for

new dozers, transports, first response vehicles so we can get back to rotations aligned with industry best practices. Governor McAuliffe and Secretary Gooden joined us to share a few remarks mid-morning – along with Senator Ben Chafin who has also introduced a Senate Resolution commending our fire prevent and suppression efforts this past fall. In addition, we delivered seedlings to all state legislators – in celebration of the 100th Anniversary of our nurseries. In addition, Senator Ruff recognized the inaugural class of Century Forest landowners in the Senate Chamber that day. The Richmond Times Dispatch attended our event and Smokey appeared in the RTD the following day.

Delegate Fariss introduced [HB1793](#) which provided a 4PM burn law amendment for nurseries and orchards - for freeze protection. This passed the House and Senate. An exemption is rare – the only one that currently exists is for federal land. We are supportive of this due to the importance of these industries to the Commonwealth’s economy and the fact that the burning normally occurs when we do not have conditions conducive to fire spreading. However, we plan to monitor this closely and make any changes necessary if there are issues.

Like all state agencies, we had to make a 5% cut in FY17 and 7.5% cut in FY18. Unfortunately, we had to eliminate 5 positions as part of our FY 18 cuts (four of these were filled positions). Had we not made other difficult decisions, we would have had to eliminate an additional 15 FTEs.

REPORT FROM THE STATE FIRE MARSHAL’S OFFICE

State Fire Marshal Brian McGraw provided the following report:

Fire Fatalities: In CY 2016, there were 69 civilian home fire fatalities in the Commonwealth of Virginia. For comparison, there were 60 fatalities for CY2015 and 74 fatalities for CY2014. See Attachment 1 for details. (Data Source: United States Fire Administration (USFA))

There have been 12 civilian home fire fatalities in the Commonwealth of Virginia between January 1 and February 17, 2017. For comparison, there were 13 fatalities for the same time period in 2016, 12 for 2015, and 18 for 2014. (Data Source: USFA)

CY2017 YTD Civilian Home Fire Fatalities

Incident Date	Location	Gender	Age
1/1/17	Scott County	Male	Unknown
1/5/17	Poquoson	Male	Unknown
1/11/17	Craig County		
1/11/17	Henrico County	Female	68
1/15/17	Danville	Male	

1/17/17	Bedford	Female	4
1/21/17	Bedford County	Male	65
1/24/17	Petersburg	Male	
2/4/17	Norfolk	Male	
2/4/17	Stephenson (Frederick County)	Male	
2/8/17	Highland Springs (Henrico County)	Female	54
2/15/17	Conicville (Shenandoah County)	Unknown	Unknown

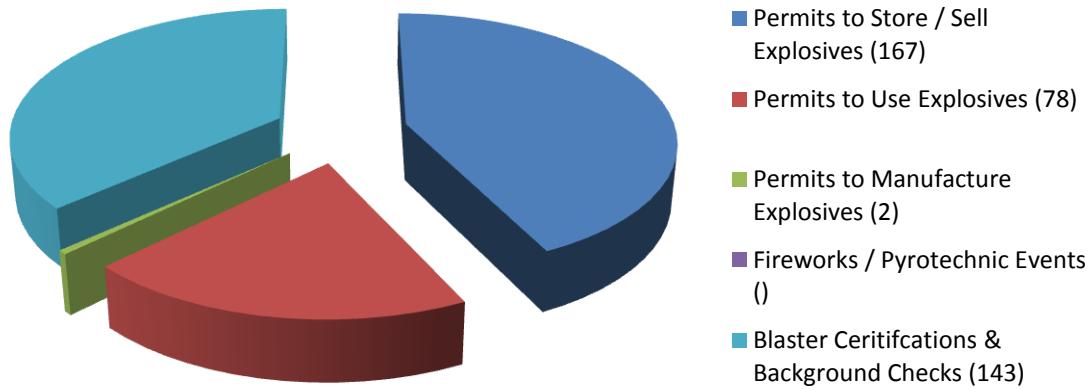
Inspection Activity: The State Fire Marshal's Office completed 9,558 inspection activities during CY16.

Inspection Type	Number of Activities
Fire Prevention Code Inspections	5886
State Construction Inspections	1489
Complaint Inspections / Investigations	110
Operational Permits	353
Critical Infrastructure / Key Asset (CIKA)	97
Reduced Cigarette Ignition Propensity (RCIP)	626
Life Safety Code Surveys (VDH)	997

Explosive & Pyrotechnic Permits:

The SFMO issued 247 explosives related permits during CY2016. Staff provided oversight at XXX fireworks or pyrotechnics related events on state property. A total of 143 Blaster and Pyrotechnician certifications were issued.

Total Explosive and Pyrotechnic Permits CY2016



Activity Report:

The following selected items from SFMO Weekly Reports since the November 18, 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.

International Society of Explosives Engineers: NRO Manager attended the Potomac Chapter of the International Society of Explosives Engineers Bi-annual Blasters Safety Seminar in Charles Town, WV, on November 10 and 11. The Fire Marshal Manager represented the SFMO on the Regulatory Panel discussion. This was an opportunity to share information specific to the state or agency represented. The WV SFMO, MD SFMO, WV Mines and Minerals, Loudoun County FMO, Fairfax County FMO, and ATF made up the panel.

Papa John's Pizza: A total of \$400 was generated through this community fundraiser for the Fire and Life Safety Coalition. Future efforts are being planned with Papa Johns.

Red Cross Smoke Alarm Partnership - During CY2016, this effort has installed over **2,400** alarms in residences having the highest incidence of fire and areas most vulnerable.

Virginia Fireworks Information Exchange and Planning: NRO Manager participated in the 2017 Virginia Fireworks Information Exchange and Planning meeting at Fairfax County Fire Marshal's Office in Fairfax on December 15. A review of the process for submitting permissible fireworks to be tested in formulation of the SFMO approved permissible fireworks list.

TRO Staff: TRO Staff continue to work with a multi-agency task force to address a complaint regarding unsafe / hazardous conditions in a paint shop in Sussex County. The task force includes the local building official, the local sheriff's office, VDEM, VDEQ, and SFMO. A site inspection was conducted on Wednesday, December 28, and resulted in multiple Notices of Violation and an order to evacuate the building. The Acting Building Official for Sussex County posted the building as unsafe and the electric meter was pulled to prevent continued use. Staff will continue to follow up to ensure that all hazards are abated.

VA Tech/Authority: Virginia Tech continues to question / challenge the authority of the SFMO on the Virginia Tech campus. The most recent situation involves a Department of Social Services licensed day care center operated on campus. The DSS licensing requirements include "an annual inspection report from the appropriate fire official having jurisdiction". Apparently, Virginia Tech's legal counsel has made determination that the SFMO does not have authority in this facility. HQ is following up on this issue with the AAG.

Symposium on 21st Century Threats and Integrated Emergency Operations: SFM McGraw attended the "Symposium on 21st Century Threats and Integrated Emergency Operations" at George Mason University in Arlington on Monday, December 12. VDFP co-sponsored this symposium, along with the Virginia Department of Emergency Management, the Virginia State Police, the Virginia Office of Emergency Medical Services, the International Association of Fire Chiefs, and GMU's Schar School of Policy and Government.

State PSA: Executive Director Carter, Deputy Executive Director Pittinger, State Fire Marshal McGraw, and Community Risk Reduction Coordinator Rice attended the filming of two holiday themed PSAs at the Executive Mansion on Wednesday, December 14, 2017. One PSA featured Governor McAuliffe addressing Christmas tree safety. The second PSA featured Secretary Moran addressing candle safety.

- The production staff complimented VDFP Staff on the scripts that were provided, noting that they required virtually no editing. The PSAs provided the Governor and the Secretary the opportunity extend holiday greetings to the citizens of the Commonwealth as well as provide important safety messages while showcasing one of the Executive Mansion's Christmas trees. Future fire safety messages are planned for this summer and fall.

LP-Gas explosion: SWRO Staff has been assisting the Department of Labor and Industry with the investigation of an LP-Gas explosion that occurred in Pulaski County on December 5, 2016. Staff are providing technical assistance related to SFPC and NFPA requirements for the storage, handling, and use of LP-Gas.

Fairfax County's FASST Lab: SFM McGraw and VDFP Senior Staff toured Fairfax County's FASST Lab on Friday, January 6, 2017, to discuss potential partnerships and opportunities to incorporate FASST Lab Training into VDFP programs.

Paynes Pool and Spa: A fire prevention inspection was conducted at Paynes Pool and Spa in Orange on January 5. This was a complaint inspection regarding leaking portable propane tanks inside a structure with multiple people becoming ill and being transported by local Emergency Medical Service (EMS) to an area hospital. The inspection revealed the complaint to be valid. The business manager was instructed to immediately discontinue use, secure, and remove the portable propane tanks from the structure. The manager was not aware the use of portable tanks was not allowed and full compliance was achieved through education.

Complaint Inspection:

- A complaint inspection was conducted at Savannah Joe's Barbeque in Kilmarnock on January 5, 2017. The complaint involved a restaurant with hood system deficiencies, cooking equipment and electrical issues. The complaint originated from the Lancaster County Building Officials Office subsequent to a fire on the premises in early December 2016. The inspection revealed excessive grease buildup in and around the hood and cooking equipment. There were also issues with the system not having a current inspection and cooking equipment coverage as well as electrical, heating and egress issues. The building official decided to condemn the property. SFMO issued a NOV to the owner. SFMO is working with the Lancaster BO to reach compliance.
- A complaint inspection was conducted at Tri Star Supermarket in Kilmarnock. The complaint was related to kitchen hood/cooking deficiencies. The kitchen was ordered to cease cooking operations until the suppression system had been inspected and the hood duct work had been cleaned. A NOV was issued to the manager.
- Staff conducted a fire prevention complaint inspection at the University of Mary Washington Mason Hall on January 23. This was a follow up to a fire that had occurred over the weekend in a dorm room. The cause of the fire appeared to have been accidental as a result of spilled lighter fluid while refilling a Zippo lighter. No violations were observed at the time of the inspection.
- Staff conducted a fire prevention complaint inspection at Mama's Pizza in Orange on January 23 in response to a complaint received from Orange County Health Department concerning the kitchen hood system. The inspection revealed several violations and a Notice of violation was issued.
- A complaint was investigated at Andersen Windows and Doors in Luray on January 26. The facility is a manufacturing plant of approximately 111,000 square feet and is equipped with a fire alarm system and sprinkler system. The complaint originated from deficiencies noted on a quarterly sprinkler system inspection conducted by a third-party contractor in December 2016. An inspection revealed that no corrective action had been initiated to correct the deficiencies listed on the report. Additional deficiencies, not listed on the report, were observed and a NOV was issued to the facility. On February 1 a meeting was held with the Anderson

Regional Manager to provide education on the deficiencies listed in the third-party contractor report and the violations listed on the SFMO report.

- Staff is working on a complaint regarding a hotel in Pulaski County. The initial complaint involved the fire alarm system being out of service and draft stopping in the buildings attic missing and damaged. While on site for the original complaint additional issues were observed and an additional visit was conducted. The fire alarm was put back in service the day of the first visit. Violations have been issued. Follow up visit revealed additional work needs to be completed to correct violations.

Community Risk Reduction:

- Erin Rice, Community Risk Reduction Coordinator resumed discussions with the City of Petersburg's Fire Marshal Jim Reid, Interim Fire Chief Brian E. Sturdivant and the American Red Cross Regional Coordinator Patrick Campbell on planning a fire prevention event for Spring 2017. It is anticipated this event will take place in April 2017.
- Erin Rice, Community Risk Reduction Coordinator, spoke with Norfolk Fire Marshal Inspector Scott Gartner regarding the frequency of school fire drills. He was provided the Memo from the Department of Education as well as the Regulations for Accreditation. The Norfolk School Board is giving resistance to his office on conducting monthly drills after the passage of legislation from the 2016 General Assembly Session. In order to comply with the *Standards of Accreditation*, every public school will still need to conduct at least one fire drill per week during the first month of school and at least one fire drill each month for the remainder of the 2016-17 school year. While legislation was adopted last Session, state regulations were not changed. Therefore, the same standards still apply.

American Fire Sprinkler Association (AFSA): SFM McGraw and DSFM Reynolds met with representatives of the American Fire Sprinkler Association (AFSA) Virginia Chapter on February 2 to receive information about the organization and discuss the need for a Virginia fire sprinkler system inspector certification program. Also discussed were upcoming training opportunities by the AFSA National organization as well as with the AFSA Virginia Chapter.

Virginia State Police Bureau of Criminal Investigations: SFM McGraw met with representatives of the Virginia State Police Bureau of Criminal Investigations to discuss opportunities to collaborate and share resources for fire investigations, training, and other common interests.

James Madison University Madison Hall: Final construction inspections were conducted at James Madison University Madison Hall in Harrisonburg on January 26. This included acceptance test of the fire alarm system, emergency light system, and flow test of the

standpipe system. Deficiencies were observed and a report was prepared for BCOM. Final inspection for a Temporary Certificate of Use and Occupancy is planned for February 7.

Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF): SFM McGraw met with representative of the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) in Falls Church on Friday, February 3, to discuss opportunities to collaborate on fire investigation related training for the Virginia Fire Marshal Academy.

Legal Authority and Summons Process: SFM McGraw met with Assistant Attorney General Hutchens in Fairfax on Friday, February 3, to review several issues, including legal authority and summons process.

Christopher Newport University: Staff met with Christopher Newport University (CNU) and Newport News Fire Marshal's Office staff on February 8, 2017 to discuss the fire alarm response policy for college facilities. The current procedure needs modification to have the monitoring company notify Newport News of all fire alarms they receive. Currently, CNU had been tasked with doing such. There have been instances recently where SFMO staff was on-site during an alarm and CNU Police were the only responders. CNU had not notified the NNFD unless it was determined to be a working incident. It was explained to CNU the issue with such a delay in notification to NNFD and that the practice was not acceptable. CNU will have their monitoring agreement modified so that they notify NNFD and CNU simultaneously. CNU Police will still respond to the incident. NNFD will dispatch its normal assignment and respond accordingly.

Virginia Fire Marshal Academy: A decision has been made to pause all Fire Inspector (NFPA 1031), Fire Investigator (NFPA 1033), and Law Enforcement initial certification classes in order to complete a more thorough audit of class records and to review and update course curriculum. A letter notifying fire chiefs and local fire officials will be issued the week of January 16, 2017.

REPORT FROM THE CODES AND STANDARDS SUBCOMMITTEE

On behalf of the Virginia Fire Services Board, Robby Dawson offered the following comments. In 2015, the Department of Housing and Community Development (DHCD) started the regulatory process to update the Statewide Fire Prevention Code (SFPC) to incorporate the 2015 edition of the International Fire Code. As a part of this process, DHCD was directed by the Virginia Board of Housing and Community Development (BHCD) to review the SFPC in its entirety to identify unenforceable provisions. The workgroup assigned with this task consists of building officials, property managers, architects, and various special interest groups. The current process lacks fire service inclusiveness. Unfortunately, this effort has far exceeded the scope of the described intent with limited consultation of the fire prevention experts. Therefore, the unenforceable provisions draft document does not align with the best interest of Virginia's Fire Services.

Those concerns were addressed not only with the BHCD, but also with the Governor's Office. After conversations with the Secretary of Public Safety and Homeland Security's

Office, the Virginia Fire Services Board (VFSB) was directed to develop an alternative unenforceable provisions draft document for consideration. After many hours of careful review and discussion, the documents before the committee today fulfill that request. Upon approval of this committee and the Virginia Fire Services Board, these processed changes will be submitted for consideration before the workgroup. These workgroup meetings will resume in April 2017.

UNFINISHED BUSINESS

Topic: Review of Statewide Fire Prevention Code (SFPC) Chapter 1

Motion: To accept the proposed SFPC modification to Section 101.4.1 as it relates to the definition of Construction Requirements.

Topic Discussion: The proposed code change clarifies the scope and limitations of the SFPC and is a companion to the SFPC Unenforceable provisions rewrite. Robby Dawson explained that this entire initiative seeks to clarify the existing SFPC to ensure the provisions are indeed enforceable by fire code officials across the Commonwealth and do not require construction provisions. The change to Section 101.4.1 reemphasizes the fact that this SFPC cannot require modification or installation of anything that is required or regulated by the Uniform Statewide Building Code (USBC) Sean Farrell commented that he is comfortable with this change modification and it governs the subsequent changes throughout the document. This definition alters how the USBC is applied to existing structures, which accomplishes the objective of removing unenforceable provisions.

Therefore, Elaine Gall made a motion to accept the proposed Code change to Section 101.4.1 related to Construction Requirements. Andrew Milliken seconded.

Vote: Unanimous

Action: Motion Carries

Topic: Review of SFPC Chapter 2

Motion: To accept the proposed SFPC modification to Section 202 as it relates to the definition of Change of Occupancy.

Discussion: The proposed change is a companion change to modifications in Chapter 1 to improve consistency and conformity between the SFPC and USBC. This amendment seeks to define what the USBC is as it relates to the SFPC. This language clarifies as we use this phrase throughout the rest of these changes it means the building code that was applied when the building was constructed, modified or rehabilitated. After careful consideration and discussion, this is the definition that most people were agreeable with. Additionally, we brought in the definition in Change of Occupancy as outlined in the USBC into the SFPC to resolve further

confusion. While these changes do not remove unenforceable provisions, it does allow for subsequent language to be removed in later chapters.

Rick Witt, representing Virginia Building and Code Officials Association, expressed hesitation with the definition change of occupancy. However, he continues to review the drafted change with his organization and will have additional comments at further workgroups meetings.

Therefore, Elaine Gall made a motion to accept the proposed definitions in Section 202 related to the Uniform Statewide Building Code and Change of Occupancy. George Hollingsworth seconded.

Enclosure 2

Vote: Unanimous

Action: Motion Carries

Topic: Review of Statewide Fire Prevention Code (SFPC) Chapter 3

Motion: To accept the Proposed SFPC modification to Section Chapter 3 and the deletion of 311.6 #2, with the exception of Sections 304.1.3 and 315.3.4 as it relates to general fire safety provisions.

Topic Discussion: Robby Dawson articulated that while other issues were identified during this review, the Committee is only putting further code modifications seeking to remove unenforceable language. Additional changes that go further may be considered down the road; however it is not a part of this effort. The Committee reviewed the proposed changes in Chapter 3 and only flagged for discussions those changes that did not have unanimous support. George Hollingsworth noted that proposed "State Amendments" are not incorporated into this document. Therefore, Andrew Milliken suggested that the Committee produce a document that only includes provisions that were being modified (versus the entire chapter) to ensure folks under what changes we are proposing and what language will remain the same.

Sean Farrell identified concerns with the proposed changes in Sections 304.1.3 and 315.3.4. He respectively requested to have them removed from the block vote on Chapter 3. While he was comfortable with a significant majority of the proposed changes, he would have to vote against motion because of these two sections. It is his opinion that the proposed changes in Chapter 3 do not delete all the constructions provisions and he will have to vote against the modifications related to space underneath seats and attic, under-floor and concealed spaces. The Committee discussed these sections thoroughly. As a result, the consensus of the Committee was to have a separate motion on Sections 304.1.3 and 315.3.4.

Additionally, the Committee identified a code modification that was not previously submitted to delete Section 311.6, Item 2 (unoccupied tenant spaces in mall buildings) from the document. The Committee had previously discussed this item, but it failed to be captured in the prepared document.

Therefore, Elaine Gall made a motion to accept the proposed Code changes to Sections 304 - 318.1 with the exemption of Sections 304.1.3 and 315.3.4. Maurice Wilson seconded.

Enclosure 3

Vote: Unanimous

Action: Motion Carries

Topic: Review of Statewide Fire Prevention Code (SFPC) Chapter 3

Motion: To approve the Proposed SFPC modification to Sections 304.1.3 and 315.3.4 as it relates to general fire safety provisions.

Topic Discussion: As previously discussed, Sean Farrell was not comfortable with the proposed changes in these two sections. It is his opinion that the proposed changes in Chapter 3 do not delete all the constructions provisions and he will have to vote against the modifications related to space underneath seats and attic, under-floor and concealed spaces

Therefore, Elaine Gall made a motion to accept the proposed Code changes to Sections 304.1.3 and 315.3.4. Andrew Milliken seconded.

Enclosure 4

Vote: Majority (No- Sean Farrell)

Action: Motion Carries

Topic: Review of Statewide Fire Prevention Code (SFPC) Chapter 4

Motion: To approve the Proposed SFPC modification to Sections 403.8.3.2 and 403.11.1.4 as it relates to employee staffing and lease plan revisions.

Topic Discussion: The Committee discussed the proposed changes in Chapter 4 and consensus was to accept the language 403.8.3.2(Employee staffing) and utilize previously drafted language by the Department of Housing and Community Development for 403.11.1.4 (lease plan revisions). The language Uniform Statewide Building Code was interested in Section 403.8.3.2. Additionally, 403.11.1.4 seeks to delete the mandate that lease plan revisions must be submitted to the building

official. The modified language would require them to be submitted to the fire code official.

Therefore, Robby Dawson made a motion to accept the proposed Code changes Sections 403.8.3.2 and 403.11.1.4 employee staffing and lease plan revisions. Maurice Wilson seconded.

Vote: Unanimous

Action: Motion Carries

Topic: Review of Statewide Fire Prevention Code (SFPC) Chapter 5

Motion: To accept the Proposed SFPC modification to Sections 503-509.2 as it relates to Building and Equipment Design Features.

Topic Discussion: The Committee discussed the proposed changes in Chapter 5 and Robby Dawson quickly reviewed each proposed changes. The lengthiest discussion was centered on Section 508(Fire Command Centers) and when they are not necessarily required by the Uniform Statewide Building Code. As a result of this discussion, the Committee agreed to insert “or otherwise provided” to Section 508.1. This will ensure those elective Fire Command Centers installed shall also be maintained in accordance with Sections 508.1.1 – 508.1.6.

Additionally, Sean Farrell noted that 504.2 (maintenance of exterior doors and openings) differs from the proposed drafts from the Department of Housing and Community Development. They deleted much of this language to ensure the section only addressed maintenance provisions. Robby Dawson clarified that later in Chapter 10 the Committee will be removing all language that does not apply to maintenance standards. Therefore, this concern will be address in later Code proposals.

Therefore, Andrew Milliken made a motion to accept the proposed Code changes Sections 503-509.2 as it relates to Building and Equipment Design Features. Maurice Wilson seconded.

Vote: Unanimous

Action: Motion Carries

ENCLOSURES

NEW BUSINESS

Mr. Dawson determined that subsequent SFPC Chapters would be discussed and voted on at future meetings. The Committee scheduled upcoming meetings for March 3, 2017 at 10:00 AM and March 10, 2017 at 1:00 PM at the Virginia Department of Fire Programs to

continue these discussions. Discussions will resume with Section 605. All of these meetings are open to the public and will include representatives from the building and construction industries.

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

1. FY2017 Burn Building Budget

a. Burn Buildings Cash Obligations/Availability as of February 14,2017

2. Aid to localities

a. FY2016 ATL Report as of February 14, 2017.

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	11/14/16	9	2.8%	\$171,300	0.6%
8	11/29/16	13	4.0%	\$269,943	1.0%
9	1/29/17	7	2.2%	\$254,901	1.0%
10			0.0%		0.0%
11			0.0%		0.0%
12			0.0%		0.0%
Funds Released		307	95.0%	\$26,165,874	99.0%
Total Funds Not Released		16	5.0%	\$275,457	1.0%
AtL Total		323	100.0%	\$26,441,331	100.0%

b. FY2017 ATL Allocations as of February 14, 2017.

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	12-16-16	70	21.7%	\$4,469,458	16.5%
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		170	52.6%	\$14,875,100	55.0%
Total Funds Not Released		153	47.4%	\$12,158,940	45.0%
AtL Total		323	100.0%	\$27,034,040	100.0%

Report from Administration, Policy and Finance Committee

Topic: Burn Building Grant Policy Revision

Motion: To approve the Burn Building Policy document.

Topic Discussion: Updates provided. See enclosure.

Vote: Unanimous

Motion Action: Motion Carries

ENCLOSURES

REPORT FROM THE BURN BUILDING COMMITTEE

Below are the minutes from the Burn Building Committee held on January 26, 2017;

UNFINISHED BUSINESS

N/A

NEW BUSINESS

Topic: Structure and Design of Current Burn Building Prototypes

Motion: N/A

Topic Discussion: The A/E Firm (Hughes and Associates) provided the following information to the committee;

- 1) **Costs:** Building costs have risen and the grant program has not been able to keep up with the current costs.
 - a. Current costs do not seem out of line with bids that the A/E office has seen on burn props of different designs, i.e. the fact that the “skeleton” type design is running 400-450 sq. ft. is not out of line with a bearing wall design at 424 sq. ft.
- 2) **Skeleton vs. Bearing Wall:** Discussed the difference between “skeleton” style and bearing wall style. Key components are that the skeleton will require semi frequent maintenance of sacrificial walls but require less costly thermal liners whereas bearing wall design uses more thermal liners but does not have the additional costs of a skeletal frame. A fully lined room such as in a bearing wall design will be hotter and retain heat longer than a skeletal system with sacrificial CMU.
- 3) **Reducing Costs:** Some first thoughts on reducing the costs of the current masonry/concrete prototype:
 - a. Omit thermal liners over the top of non-bearing CMU walls. Let the non-bearing walls perform as sacrificial walls where appropriate.

- b. Omit thermal liners on exterior of facility around window and door openings that are not outside of burn rooms. This provides no value.
- c. Omit intermediate stairs and landing at lower level. Simplify stair to be a straight run to the second floor. This would allow omission of one landing and additional risers back down to main level.
- d. Possibly use galvanized steel stair in lieu of poured in place concrete. Be less costly but would possibly sacrifice some longevity. Would require access under stairs.
- e. Possibly use standard galvanized heavy duty HM doors and frames away from burn rooms in lieu of steel shutters.

The basic design has been around quite a few years and has withstood the test of time very well. The above items while reducing costs would not lower the costs to the point that the grant coverage would be as expected.

4) Rappel tie-off ratings:

The rappel tie-off ratings should be reviewed and adjusted. They are currently 2500# rated and at minimum should be 5,000#. Recommend 10,000#.

- a. Reconsider fire brick for all floors. With the step back up to a concrete floor, the ability to add thermal liners and make other rooms usable for live burns is challenging due to not having appropriate floor covering.

5) Movable Training:

- a. The board asked if movable training walls could be part of a prototype. A/E firm indicated that it is feasible, but not in burn rooms. Only rooms used to approach burn rooms. The advantage they bring to the training is that they allow the training scenario approach to be changed.

6) Connex Systems and Metal Building: The Board asked about other designs such as Connex systems and metal building systems. A/E indicated that they have not personally seen a purpose built Connex fire training prop such as Drager's or American Fire Training Systems. The only ones they have experience with are site built typically by local volunteers. These have generally not held up well. They have seen and designed multiple pre-engineered props such as FFI and WHP with good results. They believe the longevity of these may not be up to the same as a CMU/concrete structure but they are excellent products that can be used to address a different price point. They indicated that the pre-engineered are already an approved Prototype but it was indicated that this is for Class B only and not Class A.

- a. The board asked the A/E firm to review the Connex systems and the pre-engineered systems in an effort to make recommendations related to appropriateness for Class A, cost comparisons, maintenance costs, etc.

7) Alternative Systems: Several departments with grants currently open with high bids on masonry/concrete prototype asked the board about using alternate systems such as (Connex and Fireblast). It was noted that the A/E firm would need to review these designs and the board would need to make policy changes.

8) Level/Degree of Use: When reviewing the prototypes consideration must be given to the level of use – everyday vs. intermittent. Also, consider add-ons to the prototypes such as garages, additional stories, towers, etc... to be paid for by the locality and not part of the Burn Building Grant funds.

9) **Current Applications:**

- a. **Montgomery County:** Montgomery County representative noted that their burn building is over budget at \$808,000 and can't afford to build. Therefore, they have been investigating other building types such as Drager and Fireblast.
- b. **City of Winchester:** City of Winchester also has a higher bid than expected. However, Winchester wants to maintain the Prototype I for Class A fuels.

10) **Prototype II:** Prototype II for Class A fuels is not listed as one of the approved prototypes in the Burn Building Policy. A&E firm needs to review and make recommendations regarding approved prototypes and any potential changes to the Policy. VDFP and VFSB will make it a priority in an effort to update the policy.

A/E Deliverables:

a. **February 22, 2017 - VA Beach**

- i. A&E Firm will make recommendations at the meeting regarding Prototype II with Class A fuels and whether they should be allowed as an approved prototype within the Burn Building Policy.

b. **June 2017 - Richmond**

- i. The A&E Firm will update the Burn Building Committee on the status of the prototype review process.

c. **August 2017 - Hampton, VA**

- i. A&E Firm will make preliminary recommendations to the Committee regarding the prototypes, with final recommendations at the end of the year. Recommendations/Review may include but not limited to;
 - 1. Budget/Costs
 - 2. Layouts
 - 3. Modular Walls
 - 4. Life Expectancy
 - 5. Maintenance Costs
 - 6. Types of Props
 - 7. Limited Use vs. Everyday Use
 - 8. Method of Construction
 - 9. Prototype vs. Fuel Types.

Vote: NA

Motion Action: NA

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

Topic: Montgomery – Prototype II, Class A Building

Motion: Motion to approve Montgomery’s Burn Building grant application modification to a Prototype II, Class A with funding level remaining at \$450,000.

Topic Discussion: Approve Montgomery’s (Blacksburg) Building project scope of work change from Prototype I, Class A to Prototype II, Class A.

Vote: Unanimous

Motion Action: Motion Carries

Topic: Prince George – Prototype II, Class A Building

Motion: Motion to modify Prince George’s Burn Building grant application to a Prototype II, Class A with funding level remaining at \$450,000.

Topic Discussion: Approve Prince George’s Burn Building project scope of work change from Prototype I, Class A to Prototype II, Class A.

Vote: Unanimous

Motion Action: Motion Carries

Topic: City of Winchester - Prototype II, Class A Building

Motion: Motion to modify City of Winchester Burn Building grant application to a Prototype II, Class A with funding level remaining at \$450,000.

Topic Discussion: Approve City of Winchester’s Burn Building project scope of work change from Prototype I, Class A to Prototype II, Class A.

Vote: Unanimous

Motion Action: Motion Carries

Topic: Review/Approve: Franklin County Fire and EMS Study

Motion: Motion to approve the study.

Topic Discussion: Board approved the study as is.

Vote: Unanimous

Motion Action: Motion Carries

COMMENTS FROM THE CHAIRMAN

Chairman Bailey thanked everyone for their attendance. The Chairman acknowledged guests.

FULL BOARD BUSINESS

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

Topic: Five Year Prevention and Five Year Training Efforts

Motion: N/A

Topic Discussion: Dave Layman asked about the five year plans. Melvin Carter added the five year plans have not been updated; the Five Year Prevention Plan was last reviewed in 2013. However, the Five Year Training Plan needs to be created.

Vote: N/A

Motion Action: N/A

Topic: VDFP Executive Director Comments

Motion: N/A

Topic Discussion: Chief Carter requested the board to consider the following;

June Board Meeting at Petersburg, Virginia: The Board agreed to pursuing the board meeting held at Petersburg, VA.

Chief Carter also requested for the board to consider creating/establishing two additional committees;

- Safety Committee
- Technology Committee

Vote: N/A

Motion Action: N/A

Topic: Statistics Report

Motion: N/A

Topic Discussion: Rob Magnotti provided a brief update on VFIRS. See enclosure.

Vote: N/A

Motion Action: N/A

ADJOURNMENT

The Board adjourned at 11:15am.

Clerk of the Committee

Mohamed G. Abbamin

REVIEWED BY:



February 23, 2017

Melvin D. Carter
Executive Director

Date

VIRGINIA FIRE SERVICES BOARD

Friday, June 2, 2017

A regular meeting of the Virginia Fire Services Board was held at the Petersburg Library in Petersburg, 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
Sean P. Farrell –Virginia Board of Housing & Community Development
Bettie Reeves-Nobles – General Public
James A. Calvert – Industry (SARA Title III & OSHA) Representative
David C. Hankley – Virginia Municipal League
Jeff Bailey - VA Chapter of the International Society of Fire Service Instructors
James Stokely – Insurance Industry

BOARD MEMBERS ABSENT

Joseph F. Hale – Association of Counties
James D. Poindexter – Virginia Professional Firefighters Association
Bettina Ring – Virginia State Forester
Dennis D. Linaburg – Virginia Chapter of the International Association of Arson Investigators
James “Robby” Dawson – Fire Prevention Association

AGENCY MEMBERS PRESENT

Brook Pittinger	Mohamed Abbamin	Ron Reynolds
Melvin Carter	Dave Jolly	Erin Rice
Theresa Hunter	Tim Hansbrough	

GUESTS PRESENT

Dean Farmer	Larry Gwaltney	Scott Spencer
Brian Bennett	Keith Jenkins	

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
 - a. Review/Approve T/E Committee Recommendations

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
 - a. Approval of proposed Statewide Fire Prevention Code Proposals
- D. Unfinished Business
- E. New Business

Administration, Policy and Finance Committee Business

- A. Report from Administration, Policy and Finance Committee
- B. Report From The Burn Building Committee
- C. Grants and Finance Report from the VDFP Chief Administrative Officer
- D. Unfinished Business
- E. New Business

Comments from the Chairman, VFSB

Full Board Business

- A. Unfinished Business
- B. New Business

PUBLIC COMMENTS

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

Petersburg's Deputy Fire Chief Brian Sturdivant welcomed the Fire Services Board to the City.

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;

- **Administration Change:** Chief Melvin Carter officially notified the Fire Services Board of his selection to become the Fire Chief of City of Richmond's Department of Fire and Emergency Services. Chief Carter thanked stakeholders along with the fire services board for their continuous support.
 - The Policy Finance and Administration Committee will seek to schedule a meeting with Chief Carter and the senior staff prior to his departure.
- **Constant Contact:** Chief acknowledged the impact of the initiative which seeks to provide continuous communication via a weekly Newsletter.

REPORT FROM THE DEPUTY EXECUTIVE DIRECTOR

Brook Pittinger provided the following report:

- **Fallen Firefighter Memorial Service**
 - **Friday, June 2 – Wreath Laying Ceremony at 6:30 pm (PHB)**
 - **Saturday Service – 20th Annual Virginia Fallen Firefighters and Emergency Medical Services Memorial Service**
 - Begins promptly at 12 noon
 - This year's service honors three Virginia firefighters:
 - **Robert C. Baber**
 1. Crozet Volunteer Fire Department
 2. Date of Death: August 1, 2014
 3. Rank: Fire Chief
 4. Years of Service: 30
 - **Louis P. Stark**
 1. City of Newport News Fire Department

2. Date of Death: June 27, 2009
 3. Rank: Battalion Chief
 4. Years of Service: 35
- **Timothy Killian**
 1. James City County Fire Department
 2. Date of Death: November 7, 2014
 3. Rank: Firefighter/Paramedic
 4. Years of Service: 10
- **2017 Legislation becomes effective July 1** (unless enactment clause notes otherwise)
 - As a reminder, now is the time to begin developing your legislative proposals and working with your legislators for the 2018 legislative session.
 - **Finalizing Strategic Plan and beginning FY18 budget development** – focus on fiduciary responsibility and being good stewards of public funds.
 - **Logistics Changes** – Under the ARFF Chief Effective June 1, 2017. Agency has hired a Logistics Technician (full time) to assist with the logistics management.
 - **Bookstore Closing Reminder:** The bookstore will close its doors to the public on June 30th. This shift in business practices **will not affect the way VDFP staff place their book orders**. The internal process that we currently have will remain the same. The bookstore will continue to provide books for any VDFP training class.

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

Tim Hansbrough provided the following report:

New Re-Test Guidelines to go in effect on July 1, 2018

- **Written Testing:** Student will be granted a third and final attempt upon completion of the remedial training. The remedial training consists of student completion of at least 20% of required course hours. Training will be handled and validated by the AHJ
- **Practical Testing:** Similarly, Student will be granted a third and final attempt upon completion of a practical skill. Students will need to wait a minimum of 10 days before being allowed for the final attempt. The third and final attempt would need to be completed within 90 days.

New No-Show Guideline to go in effect on July 1, 2018

- Students who do not attend a course for a registered course or fail to appropriately notify their respective Division Office will receive a letter of notification which will be sent to their Fire Chief/Department Head etc. If the occurrence is continues, the Division Chief will schedule a meeting with the Fire Chief/ Department Head to discuss further action.

VDFP Training and Operations Manual

- The VDFP Training and Operations Manual is currently being updated and a copy will be provided to each Fire Services Board member for review, edit, discussion prior to it being released as a final document.

Division Updates

Division 1

- a. N/A

Division 2

- **VEST/MIST:** Staffing of ESF#4 at State EOC for Severe Weather Event 4/5-6/2017.
- **Rockingham Regional Fire School:** 131 Attendees for 7 Classes.
- **Interests/Trends:**
 - Fire Officer I/II TTT (x2) held in Division II.
 - VDFP Duty Chief Policy in effect.
 - 2017 VA Fire Service Training Survey released May 1, 2017.
- **Other Notices:**
 - **Spotsylvania County:** New Fire Chief J. Cullinan

Division 3

- **Regional Schools/Large Events:**
 - Albemarle Regional – March 2017
- **Other Notices:**
 - Office staffing: The division is fully staffed. Efficiency is increasing daily. Stakeholders are pleased with the division's service delivery.
 - **Officer I/II & Train the Trainer:** The new Officer I and II along with the Train the Trainers have been delivered in the division with several Division 3 instructors attending in preparation for the scheduled July 1, 2017 release.
 - **NFA Train the Trainer:** The NFA Train the Trainer developed by Chief Berry has been delivered once in April 2017. Minor modifications will be completed. Areas of improvement include, group activity facilitation etc. This program will be available in the future, release date to be determined.

Division 4

- **Mental Health and Wellness Curriculum Development Committee:** Division 4 Chief is participating on the Mental Health and Wellness Curriculum Development Committee.
- **Southwest VA Fire Fighters Conference:** Division 4 Chief is currently working on Southwest VA Fire Fighters Conference scheduled for June 15th through 18th 2017 at the Sheraton in Roanoke, VA.
- **Wise Regional School:** Division 4 Chief working on upcoming Wise Regional School scheduled for September 8th through the 10th 2017.
- **Division Chief Task Book:** Division 4 Chief has also been working on the Division Chief Task Book with Chief Dereck Baker.
- **Community Engagement:** Division 4 office is working closely with its local leaders to address training concerns in the area. The office is also helping educate the

localities about the Training Survey that was released on early May and its due date of May 31st 2017.

Division 5

- **MIRT Symposium:** MIRT Symposium completed 104 Students Will be meeting to start planning for next year soon.
 - **Updates:** Will be doing MIRT curriculum update this year (2017). Looking for committee members at the present time.
- **Regional School:** Division 5 is looking into bringing a regional school bback into the Franklin Area. Based on the current assessment, the office is interested in pursuing the effort during the 2017 Fall, if not – during the Fall of 2018.

Division 6

- **Training Delivery:** Division 6 has provided 183 classes so far this budget year covering Funded, Non Funded, Partially Funded, and Reimbursable Schools.
- **Driver Operator Pumper Committee:** Completed Driver Operator Pumper Committee program documents, completed test bank validation. Completed first update at the Caroline County Regional School. Working with Chief Jolly to query locations for more updates for the Divisions.
- **Jones & Bartlett Driver Aerial Monitor:** Monitored Jones & Bartlett Driver Aerial program at Galax VFD on March 4, 5, 11, 12. Administered written test on March 25, 2017. Met with Driver Aerial Committee, completed program ancillary paperwork, adopted the IFSTA program and completed test bank validation. Presently, completing the Driver Aerial Update program and coordinating query locations with Chief Jolly for Updates in the Divisions.
- **Southwest Firefighters Convention:** Supporting the Southwest Firefighters Convention on June 15-17, 2017 in Roanoke. Assist the Association with AV needs. Completed Duty Chief Shift.
- **Fire and EMS Study:** Assisted on Grayson County Fire & EMS Services Board Study, April 11-14, 2017.
- **LODD at Botetourt County:** LODD occurred at Botetourt County, Eagle Rock VFD, Firefighter Roger D. Johns. LAST Team supporting Locality with needs they have requested.

Division 6

- **Special Projects:**
 - Officer I-IV Programs Completed,
 - Officer I & II and TtT's done in NOVA, Hampton, Division 2 & 3, and Glen Allen.
 - NFA State Weekend Processing.
- **Events:**

- Fire Station caught fire after electrical anomaly with Rescue Squad in Bay in Fairfax County on May 14, 2017.

Other Updates

- **NIMS:** NA
- **Technical Rescue:** The technical rescue division is working on making sure that all the course subject programs are compliant with the new 1006 standard. We plan to do the bulk of this work during July 2017.
 - **Rope Program:** Revisions to the rope program should be enacted by late August 2017. Use of updated program content is expected to be utilized by September 2017. This will include introduction to technical rescue awareness moving back to a two day program.
 - **Level One Operations & Level Two Technician:** The level one operation and level two technician courses will be revised. Additional time will be added if necessary. Currently it looks like the program will be four days for level one and four days for level two.
 - **Pilots:**
 - **Advanced Rope Program:** The technical rescue division is also currently running pilots for the Advanced Rope Program and hopes to have it available for student pilot by the September 2017 Rescue Week. This is going to lead to a series of rope courses including, tower rescue and artificial high directional.
 - **Swift Water Rescue:** The technical rescue division is going to run pilot programs for Swift Water Rescue In June and July 2017. We should have this program available for student use by late summer of 2017 or early fall of 2017.
- **ARFF:** The ARFF program has conducted 4 Aircraft Live Fire Training classes, 1 ARFF Certification classes, 2 Response to Aviation Accidents for First Responders classes, and supported 1 Airport Emergency Drill. Additionally, the ARFF Chief attended the annual Aircraft Rescue Fire Fighter Working Group ARFF Chiefs and Leadership conference, continues to serve as a committee member of the Central Virginia Fire Chiefs Operations Committee Foam Work Group and the VDEM Flammable Liquid Work Group. Additionally, the ARFF Chief is working with Manassas Regional Airport, Manassas Fire & Rescue, and Leidos – a government contractor - regarding airport fire protection services at Manassas Regional Airport.

Total Programs per FSTRS for the Fiscal Year 2017(as of May 24, 2017)

	Entered in FSTRS for FY 2017 as of May 24, 2017						
	Funded	Reimbursable	Non-Funded	Partially Funded	Courses Cancelled	Total Ended	Total Yearly Schools Run
Division 1	21	12	95	91	19	238	219
Division 2	32	0	63	123	23	241	218
Division 3	24	4	49	60	16	153	137
Division 4	47	0	2	14	15	78	63

Division 5	75	6	117	81	18	297	279
Division 6	36	10	35	56	13	150	137
Division 7	17	0	123	140	14	294	280
Q/A	28	2	8	0	20	58	38
NIMS	6	2	17	0	3	28	25
Tech Rescue	55	27	122	0	15	219	204
ARFF	21	3	3	0	3	30	27
VFMA	34	2	120	0	11	167	156
Totals	396	68	754	565	170	1953	1783

REPORT FROM TRAINING AND EDUCATION COMMITTEE

See below for content discussed at the May 16 Training and Education Committee Meeting;

Tuesday, May 16, 2017 Minutes

Topic: Virginia Fire Marshal Academy Curriculum Updates

Motion: N/A

Topic Discussion: In January 2017, the Department of Fire Programs suspended initial certification classes for fire inspectors, fire investigators, and basic law enforcement. The two primary factors driving this decision were the loss of administrative controls and concerns regarding the alignment of the curriculum with the most current edition of the NFPA certification standards, i.e. the 2014 editions of NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*, and NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*.

Fire Inspector Curriculum

Short Term Action Plan

- A short term action plan to facilitate the resumption of training in July 2017 has been developed to address the two critical items that initiated the suspension of training, i.e. administrative controls and certification to the 2014 standard. In addition, the SME Workgroup has identified modifications to the existing curriculum that will achieve one of the stakeholder objectives in the short term, i.e. reducing the class length from four weeks to three weeks.

Long Term Action Plan

- Once short term action plan has been completed and training delivery has resumed, the SME Workgroup will initiate the comprehensive revision of the curriculum. The actions associated with that process include:

Enclosure 1 - Fire Inspector Curriculum

Fire Investigator Curriculum

Short Term Action Plan

A short term action plan to facilitate the resumption of training in July 2017 has been developed to address the two critical items that initiated the suspension of training, i.e. administrative controls and certification to the 2014 standard.

Long Term Action Plan

Once short term action plan has been completed and training delivery has resumed, the SME Workgroup will initiate the comprehensive revision of the curriculum. The actions associated with that process include:

Develop Initial Certification Program

Review commercially available curricula for use as base materials IN PROCESS

- Fire Investigator Principles and Practice to NFPA 921 and 1033, Jones & Bartlett
- Fire Investigator, IFSTA

Develop list of "Virginia Specific Material" to be added to base curriculum IN PROCESS

Incorporate Virginia Specific Material into base curriculum

Develop "Bridge" Class

- Develop stand-alone curriculum to cover the Virginia Specific Material identified above

Sustainment and Expansion

- Develop and implement plans for periodic review and update of curricula
- Evaluate and revise content of CFFI modules

Enclosure 2 - Fire Investigator Curriculum

Proposed 1031 Presentation Schedule

Below is a five-day snapshot of the schedule, for more details see Enclosure 3.

Day	Proposed Topic	Estimated time	Subject	Student Assignment	JPR Insp I	JPR Insp II	Regulation Insp I	Regulation Insp II
Day 1	Title 27 & 36 & Dillon's rule How to use the code books. Exercise, testing & skills review.	2 hrs. 3 hrs.		Workshops	4-2.1A	5-2 5-2.1 5-2.6 5-2.6A 5-2.6B	15-20-190 15-20-620 15-20-630 15-20-640	15-20-1010
Day 2	Workshop review. Chap. 1 Chap 2 Use groups.	1 hr. 3 hrs. 1 hr. 1 hr.	In class exercise (3)	Workshops	4-2.1A		15-20-640 15-20-670 15-20-680	15-20-930 15-20-1010 15-20-1020
Day 3	Workshop review Special Use Groups. Construction Types. Height and Area, Fire Resistance	1 hr. 2 hrs. 2 hrs. 1 hr.	In class exercise (2)	Workshops	4-3.2 4-3.2A 4-3.2B	5-3.2 5-3.2A 5-3.2B 5-3.3 5-3.3A 5-3.3B 5-4.2	15-20-580 15-20-590	15-20-900 15-20-930 15-20-970 15-20-990 15-20-1020
Day 4	Workshop review Chap. 10 Egress Video History Chan.	1 hr. 4 hrs. 1 hr.	In class exercise (3)	Workshops	4-3.3 4-3.3A 4-3.3B	5-3.1 5-3.1A 5-3.1B 5-4.5 5-4.5A 5-4.5B 5-4.6	15-20-560 15-20-570 15-20-690	15-20-900 15-20-910 15-20-970 15-20-1020
Day 5	Workshop review Flow testing. Chap. 9 Fire Protection Video - station Written Quiz Review	1 hr. 3 hrs. 1 hr.	In class exercise (4)	Workshops	4-3.5 4-3.5A 4-3.5B 4-3.6 4-3.6A 4-3.6B 4-3.9 4-3.9A 4-3.9B 4-3.16	5-3.4 5-3.4A 5-3.4B 5-3.10 5- 3.10A 5- 3.10B 5-4 5-4.1 5-4.3 5-4.3A	15-20-270 15-20-470 15-20-480 15-20-490 15-20-500 15-20-510 15-20-520 15-20-530	15-20-860 15-20-870

Enclosure 3 - Proposed Fire Inspector Class Schedule

Vote: N/A

Motion Action: N/A

Topic: Training Action Plan

Motions: As cited below;

1. Revise practical testing process to allow the opportunity for two initial practical testing attempts with the second coming on the same day if time allows by a different instructor. A third opportunity after waiting at least 10 days but within 90 days.
2. Revise written testing process to allow the opportunity for two initial testing attempts and a 3rd opportunity after completing 20% remedial training program certified by AHJ to be effective July 1 2017.
 - a. **Amendment:** June 1, 2017 – To amend an accept recommendation from VDFP staff to allow for re-testing within a 90 day period effective July 1, 2017
3. To accept the emergency building shoring and machinery rescue courses as presented.
4. To accept the Rural Water, Basic Pump, LP Gas, as presented.
5. Accept revised DPO and DAO curriculum as presented.

Enclosure 5 (NFPA-1002-14)

Topic Discussion: Dave Jolly, Division Chief of VDFP's Quality Assurance Division provided the following updates;

Immediate Action Items:

1. **All class forms and instructor resource – online access:** VDFP is evaluating which forms can be removed from training course paperwork for online accessibility. Estimated to be completed by January 2018.
2. **Schedule instructor improvement classes:** The instructor in-service is being developed and should be scheduled as part of the upcoming division chief meeting. Meeting will be held in July, will run through December 2017. The course is an 8hr session with mandatory attendance.
3. **Stakeholder feedback on training issues update:** VDFP continues to address the concerns and suggestions after every session.
4. **5 year training plan (draft):** In progress, to be completed for the T/E Committee review prior to the June 2017 meeting.

Update/Release of the programs

1. **Hazmat awareness:** Program needs to be updated along with the HMO, progress is pending.
2. **Hazmat Awareness/Operations:** Similar to HMO, this program needs to be updated, progress is pending.
3. **Live Fire Training Certification Class:** Ready to be released early July 2017.
4. **Incident Safety Officer Certification Class:** Agency needs to extend its accreditation to include the NFPA-1521 standard.
5. **VDFP Strategy and Tactics Attendance Class:** VDFP will pursue a survey of stakeholders to determine the level of need for this course.
6. **VDFP Building Construction Attendance Class (beyond STICO):** Similar to the above class, agency is conducting survey to determine level of need.

Programs that have been updated but need to be released:

1. **Instructor III:** To be released July 1, 2017
2. **Officer I/II, III, IV:** To be released July 1, 2017. Chief Baker provided a presentation.
3. **Driver Aerial Operator:** To be released July 1, 2017
 - a. The committee has finalized the documents and DOA updates are being scheduled. Once its determined how many instructors attend the update then we will work to schedule full TtT if a need exist.
4. **Rural Water Supply:** To be released July 1, 2017.
5. **Basic Pump Operator:** To be released July 1, 2017
6. **LP Gas Emergencies:** To be released July 1, 2017
7. **Emergency Building Shoring:** To be released July 1, 2017
8. **Machinery Rescue:** To be released July 1, 2017
9. **Advanced Rope Course:** Currently under development. Pilots to take place at the beginning of fiscal year 2018. Expected to be released on January 1, 2018.
10. **Tower Rescue Course:** Currently under development. Pilots to take place at the beginning of fiscal year 2018. Expected to be released on January 1, 2018.
11. **Swift Water Course:** Currently under development. Pilots to take place at the beginning of fiscal year 2018. Expected to be released on January 1, 2018.
12. **Lifting & Moving Course:** To be developed during FY 2018
13. **Breaching & Breaking Course:** To be developed during FY 2018.

Miscellaneous Items

1. **Train-the-Trainer-MOU Process (Development of Flow Chart):** Flow Chart Provided in Package. VDFP to develop a communication mechanism to make this process more visible to interested localities
2. **18 Month Calendar Status:** The current training survey has been disseminated at the beginning of May with a completion deadline of May 31, 2017.
 - The survey has been revamped and updated since last year. VDFP Division Chiefs will work with localities in July to get courses scheduled

for the 2018 calendar year and then VDFP will formulate a calendar which will be posted on the agency website.

3. **VDFP-VCCS Meeting to discuss Crosswalk and possible Crosswalk update:** Suggest reaching out to the VCCS Administration staff and setting a meeting in the next thirty days to discuss the previous MOU and develop the steps to move forward. Once that has been done then a workgroup made up of a cross section of the Commonwealth Fire Service along with a cross section of representation from those VCCS locations that have or would like to have the FST programs in their locations.
4. **Quality Control/Assurance update:** The agency has identified three major concerns that need addressing statewide.
 - Education of the fire service of what the difference is in certification testing compared to training locally to a particular topic or objective. The majority of the fire service are not aware of the testing requirements of NFPA-1000 *Standard for Fire Service Professional Qualifications Accreditation and Certification Systems*. To this end, the agency has scheduled the first of several offerings at the Virginia Firefighters Conference to address this area.
 - The instructor's role in student development and preparation for certification testing. During the recent Driving Development meetings, we have developed a model to use to address this concern.
 - The student's role in learning in today's environment. We have much different students today and we need to do a better job in meeting those needs.
5. **VDFP Retesting Policy Update:** Continue to modify policy for accommodation.
6. **Software to access students transcripts, capability to download certificates, instructor access to be able to identify teaching deficiencies.**
 - The current Records Management system does not have the capability to download software or design a component that would allow access to another individual's transcript or records.
 - Specifications in a new Record Management System may be able to allow these features
7. **No show policy for classes; funded versus non-funded:** Current policy lacks the ability to be tracked for consistency across the Commonwealth. VDFP working to update the no-show policy and capture the records in the records management system for access amongst the agency.
8. **Traffic Incident Management System (TIMS) class to the Firefighter I program:** The Traffic Incident Management System course is currently undergoing an update by the federal government. This program is a multidiscipline deliver program that would be difficult to deliver in every Firefighter I class throughout the Commonwealth.- requires instructors from VDFP, VDOT, VSP, OEMS, etc. The agency needs to include some additional safety information regarding the overall "Scene Safe" approach that has been

mentioned in previous Fire Board meetings to the Firefighter I program but not necessarily the TIMS program.

9. **Metal Health Awareness:** VDFP will work to determine/ develop and acceptable program that will cover the variety of aspects listed under mental health. Once completed, VDFP will determine the number of additional hours needed to be added to existing programs to include this topic.
10. **Cancer Awareness:** VDFP will work to determine/ develop and acceptable program that will cover the variety of aspects listed under cancer awareness. Once completed, VDFP will determine the number of additional hours needed to be added to existing programs to include this topic.
11. **Large Animal Rescue Course:** Being handled by the Technical Rescue Division- Included in the Five Year Strategic Plan for Technical Rescue- Date: TBD
12. **Adjunct Hiring**
 - Screening process completed
 - Interviews to begin the week of May 22nd, 2017
 - New hire meetings to be completed by June 23- orientation and paperwork completed
 - Adjuncts will be on board around July 1, 2017

Vote: Unanimous (all motions passed unanimously)

Motion Action: Motion Carries

Topic: Constant Contact/Training Announcements

Motion: N/A

Topic Discussion: Board was notified that the agency will now be using Constant Contact to keep them informed of announcements etc.

Vote: N/A

Motion Action: N/A

Topic: Bookstore Closing

Motion: N/A

Topic Discussion: Committee requested for VDFP to develop an FAQ page/document for individuals who need to find out where they can receive books/training material in case they do not have access to computer etc.

Vote: N/A

Motion Action: N/A

Thursday, June 1, 2017

Below are discussion items from the Training and Education Committee held on Thursday, June 1, 2017.

Topic: Instructor III program

Motion: Motion to accept and release the updated Instructor III Program.

Topic Discussion: Per the May 16 2017 Training and Education Committee Meeting, the Instructor III program has been updated. It is due to be released on July 1 2017.

Vote: Unanimous

Motion Action: Motion Carries

Topic: Officer I/II and III/IV programs

Motion: Motion to accept and release the updated Officer I/II and III/IV programs.

Topic Discussion: Per the May 16 2017 Training and Education Committee Meeting, the Officer I/II and III/IV programs have been updated. It is due to be released on July 1 2017.

Vote: Unanimous

Motion Action: Motion Carries

Topic: No Show Policy Revision

Motion: Motion to approve the updated No Show Policy Revision.

Topic Discussion: Per the May 16 2017 Training and Education Committee Meeting, there was a discussion on the aforementioned topic. VDFP's current policy does not track for consistency and there are no distinction between funded versus non-funded. The Agency updated the policy.

Enclosure 7: No Show Policy

Vote: Unanimous

Motion Action: Motion Carries

Topic: Virginia Fire Marshal Academy Curriculum Updates

Motion: Motion to accept the short-term plan proposed by the State Fire Marshal's Office for Fire Inspector and Fire Investigator to meet the 2014 standard.

Topic Discussion: Discussion continued on VDFP's Fire Marshal Academy's Curriculum Updates. SFMO Brian McGraw – he cited that the fire marshal academy will currently continue using an enhanced curriculum. This version is not finalized; it will be completed and delivered by the February 2018 board meeting. Brief highlight of the plans are below. See the Training and Education Committee Minutes from Tuesday, May 16, 2017.

Vote: Unanimous

Motion Action: Motion Carries

Topic: Re-testing policy (*modify effective date*)

Motion: Motion to amend the May 16 2017 motion seeking to revise written testing process to allow the opportunity for two initial testing attempts and a 3rd opportunity after completing 20% remedial training program certified by AHJ to be effective July 1 2017.

Topic Discussion: Per the May 16 2017 Training and Education Committee Meeting, the committee sought to revisit this topic. The agency recommended increasing the allowable time frame for students to complete their 3rd and final attempt to 120 days instead of the 90 days.

However, the Committee decided to keep the 90 day length of time prior to taking the 3rd test. Additionally, the written test motion previously approved at the May 16 Training and Education Committee made this initiative effective July 2018, it needs to be July 1 2017.

Enclosure 6 – Retest Procedures (Written/Practical)

Vote: Unanimous

Motion Action: Motion Carries

REPORT FROM THE DEPARTMENT OF FORESTRY

Bettina Ring, State Forester provided the following report;

Dry Hydrant Program: The contractor is working to complete all of the projects for FY 2017, and while it is just too close to the end of the contract year to report on the final numbers for FY 2017, everything has gone well once again this year. The tentative approvals for FY 2018 include 25 new dry hydrant installations and 2 repairs of existing hydrants. Silver Creek Incorporated will once again be our statewide contractor for the

program in FY 2018. In an effort to improve customer service and shorten the amount of time it takes one statewide contractor to install all of the new approvals each year, we are now planning to rebid the contract for FY 2019 in a way that will provide for up to three different regionally-based contractors across the Commonwealth. More information on that process will be forthcoming later this fall.

Volunteer Fire Assistance Grants (VFA): The Volunteer Fire Assistance Program (VFA) provides federal financial assistance from the U. S. Forest Service through the Virginia Department of Forestry to help organize, train and equip fire departments in rural areas to suppress fires. (The VFA definition of rural area is one whose fire department response area includes less than 10,000 citizens.) A total of 143 fire departments submitted applications for this year's program, and the VDOF is currently waiting on the funding to arrive from the US Forest Service to make the final approvals.

Spring Wildfire Season 2017: Thanks to a very wet spring, the VDOF's spring 2017 wildfire season turned out to be our lightest spring season in the last 12 years. The VDOF responded to 326 wildfires that burned a total of 5522 acres of forestland across the Commonwealth. The agency response efforts this spring protected 620 homes and other structures with a total value of more than \$85 million dollars. Escaped debris burning continues to be the primary cause of wildfire in Virginia. The most significant fire of the spring season was the Goshen Pass fire, which occurred on VDGIF's Goshen Wildlife Management Area in Rockbridge County. The Goshen Pass fire burned 3,059 acres. As always, the VDOF certainly wants to both recognize and express our sincere thanks to the rural fire service across Virginia. Without the effective and efficient response of local volunteer departments throughout the state, there is just no way that the VDOF would ever have the level of success in wildland fire suppression that we often take for granted here in the Commonwealth.

Statewide Wildland Fire Academy: The DOF's 17th annual interagency statewide wildland fire academy is being held next week at Longwood University in Farmville. This year's academy has a total registration of 324 students and instructors representing 10 different states, 14 state agencies, seven federal agencies and 48 different VFD's. This year, a total of 11 basic and intermediate level wildfire suppression and incident management courses are being offered. The entire academy is funded by a special National Fire Plan Preparedness grant through the US Forest Service.

Virginia Interagency Coordination Center: The Virginia Interagency Coordination Center is the state level emergency coordination center in support of federal and state wildland fire agencies. The center, which is currently located in Roanoke, will be moving into the VDOF state headquarters building by the end of 2017 to be collocated with the VDOF's

emergency command center. The collocated center will provide a state of the art dispatching facility and coordination entity that will strongly link together all of the Commonwealth's wildland fire entities in support of all-hazard emergency response. The collocated center will be one of only a couple of coordination centers in the nation that combine multiple federal agency resources with the state forestry service, to provide more effective and efficient collaboration for wildfire response and other emergency events.

REPORT FROM THE STATE FIRE MARSHAL'S OFFICE

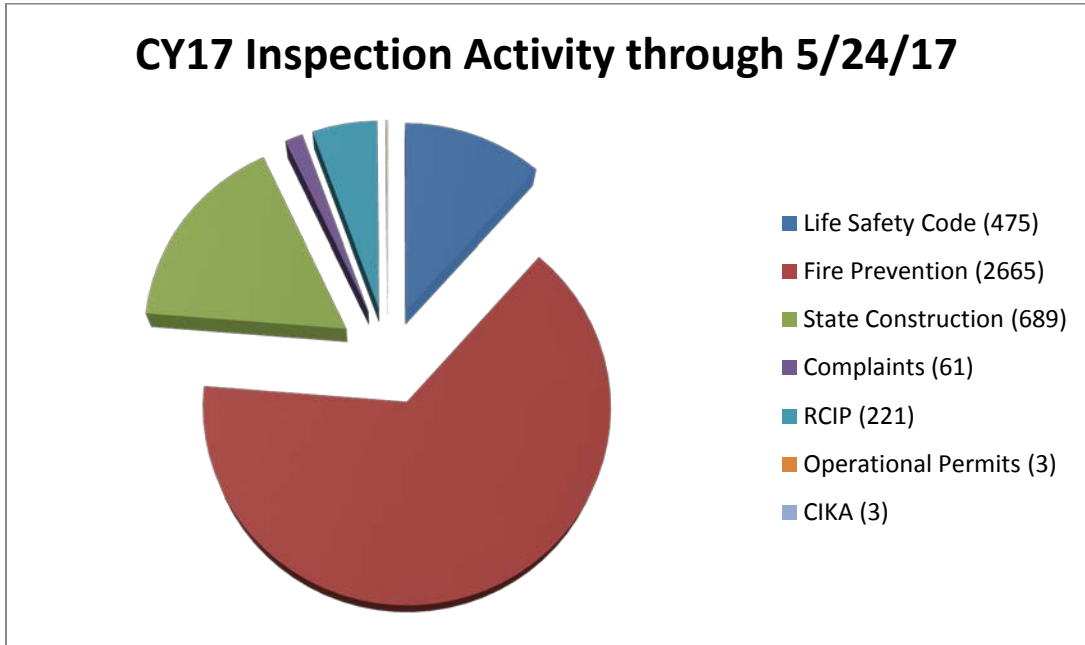
State Fire Marshal Brian McGraw provided the following report;

Fire Fatalities: As of May 26, 2017, there have been 25 civilian home fire fatalities in the Commonwealth of Virginia. The USFA is currently reporting 27 civilian home fire fatalities. That number includes an April 24 fire in Prince William County that is being investigated as a homicide and appears to double count the May 17 fire in Richlands.

CY2017 YTD Civilian Home Fire Fatalities

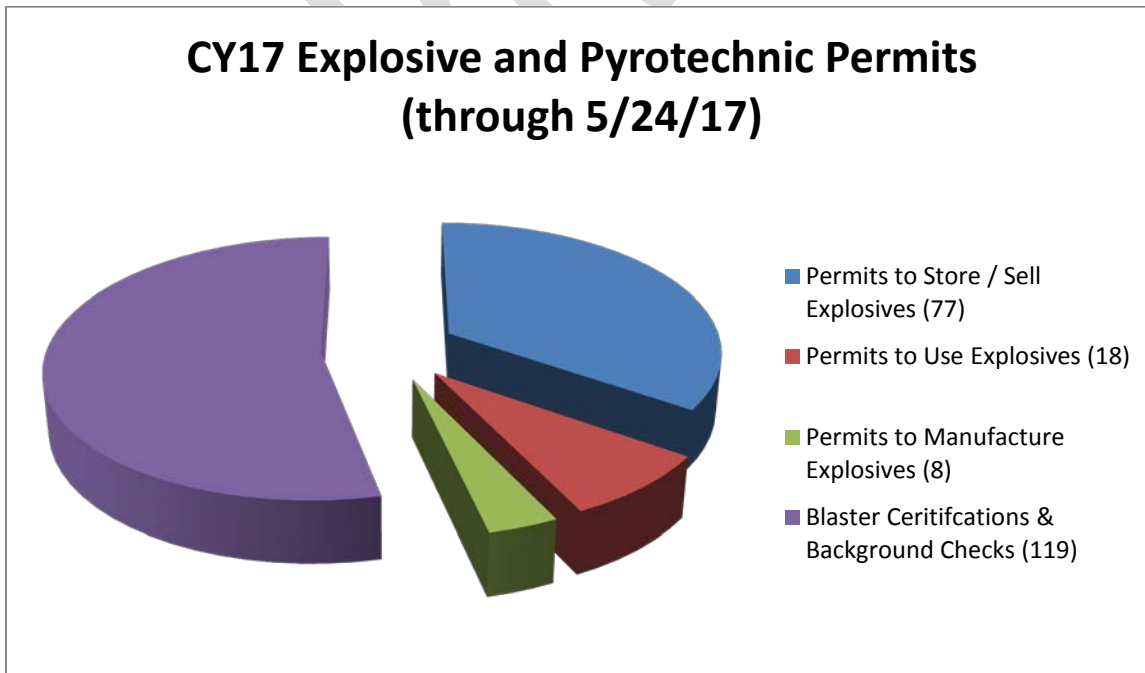
Incident Date	Location	Gender	Age	SFMO Region
1/1/17	Scott County	Male		SWRO
1/5/17	Poquoson	Male		TRO
1/11/17	Craig County			WRO
1/11/17	Henrico County	Female	68	CRO
1/15/17	Danville	Male		WRO
1/17/17	Bedford	Female	4	WRO
1/21/17	Bedford County	Male	65	WRO
1/24/17	Petersburg	Male		CRO
2/4/17	Norfolk	Male		TRO
2/4/17	Stephenson	Male		NRO
2/8/17	Henrico County	Female	54	CRO
2/14/17	Conicville (Shenandoah County)	Male		NRO
2/20/17	Lynchburg	Female		WRO
2/21/17	Lorton (Fairfax County)	Male	5	NRO
3/5/17	Arlington County	Male Female		NRO
3/18/17	Appalachia	Female		SWRO
4/9/17	Virginia Beach	Female	34	TRO
4/20/17	Richmond	Female		CRO
4/24/17	Goshen (Rockbridge County)			WRO
5/9/17	Lynch Station (Bedford County)	Female		WRO
5/11/17	Halifax County	Male	48	WRO
5/14/17	Sussex County	Male		TRO
5/18/17	Richlands	Female	64	SWRO
5/21/17	Manassas	Female	104	NRO

Inspection Activity: The SFMO completed 4,117 inspection activities between January 1 and May 24.



Explosive & Pyrotechnic Permits:

Between January 1 and May 24, 2017, the SFMO issued 103 explosives related permits and 119 Blaster and Pyrotechnician certifications.



Personnel Updates:

Assistant Fire Marshal Steven Lindblad retired from the State Fire Marshal's Office effective March 30, 2017. Steve was assigned to the Tidewater Regional Office in Fort Monroe and served the Citizens of the Commonwealth for 19 years.

Assistant Fire Marshal Travis Wright resigned from the State Fire Marshal's Office effective April 25, 2017, due to his wife's job relocation. Travis was assigned to the Central Regional Office in Glen Allen.

Fire Marshal Supervisor Teresa Robinson retired from the State Fire Marshal's Office effective June 1, 2017. Teri supervised the Western Regional Office in Roanoke and served the Citizens of the Commonwealth for 38 years.

George Hollingsworth started work with the State Fire Marshal's Office effective May 10, 2017, assigned to the Northern Regional Office in Culpeper. George retired from the Fairfax County Fire and Rescue Department as a Captain II in the Fire Marshal's Office. George is the outgoing president of the Virginia Fire Prevention Association (VFPA) and served as Chair of the Fire Services Board's Codes and Standards Sub-Committee.

Activity Report:

SFM McGraw, DSFM Reynolds, and NRO Manager have been actively participating in the Statewide Fire Prevention Code adoption process, including the Fire Services Board Codes & Standards Sub-Committee meetings and the DHCD Work Group meetings.

SFM McGraw has been meeting with the Critical Infrastructure Protection Program Manager from the OSPSHS Homeland Security & Resilience Group and representatives of the Virginia State Police, the Virginia Department of Emergency Management, and the Virginia Fusion Center to collaborate on CIPP issues. Specific discussion have included ensuring a consistent definition of "critical infrastructure" across all agencies, creating a formal senior level critical infrastructure committee, and how the agencies can better work together to address issues.

Staff has provided presentations to a variety of groups around the Commonwealth. Topics have included "Life Safety Code Surveys", "SFPC Adoption Process", "Overview of the State Fire Marshal's Office", and "The 10 Most Often Cited Joint Commission Life Safety Code Violations".

Staff has provided oversight of numerous fireworks, pyrotechnics and flame effect events at State-owned facilities, including concerts at John Paul Jones Arena and Virginia' Techs annual Ring Dance. The most notable was the final run of the Ringling Brothers and Barnum & Bailey Circus at George Mason University, which included at total of 15 shows two consecutive weekends.

The following selected items from SFMO Weekly Reports since the February 23, 2017, 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.

Staff investigated a complaint regarding the absence of smoke alarms in guest rooms at the Kiptopeke Inn in Northampton County. A Notice of Violation was issued and Management was directed to provide the required level of protection in order to continue use of the rooms. Battery powered smoke alarms were installed in the guest rooms as a compensatory measure pending final resolution by the Northampton County Building Official, who has been non-responsive to date.

SWRO Staff met with 16 property owners in the Mallard Point Home Owner Association to answer questions on LP gas service piping and equipment. The question and answer session lasted about 1-½ hours and was well received. This was a follow-up to an explosion that occurred during filling of an LP-Gas tank within the community.

TRO Staff assisted the US EPA and Sussex County Emergency Services Coordinator and Building Official with a site visit to Indmar Coatings in Wakefield on February 27. Property owner is being issued a violation notice from the EPA for storage issues, while the Building Official is working to gain compliance with building code issues as well as issuing a certificate of occupancy. The SFMO is providing technical assistance.

SFM McGraw and DSFM Reynolds met with representatives of the AFSA Virginia Chapter and the Virginia Department of Professional and Occupational Licensing to discuss certification requirements for individuals conducting inspection, testing and maintenance activities on fire protection systems.

SFM McGraw and CRRC Rice attended the Congressional Fire Services Institute (CFSI) Symposium and Dinner in Washington, DC, on April 5 and 6. While there, they met with Jim Crawford from Vision 20/20 to discuss opportunities to collaborate on Community Risk Reduction initiatives in the Commonwealth of Virginia. They also met with John Caulfield, NFPA Mid-Atlantic Regional Director, to discuss programs available from NFPA.

NRO Manager and staff provided oversight for blasting operations at the Northridge Estates sanitary sewer line project in Culpeper on Thursday, March 30, Friday, March 31, Wednesday, April 5, and Monday, April 10. Violations were observed on March 31 and applicable code provisions were discussed with immediate corrective action taken.

TRO Supervisor and one staff member provided assistance to the Lancaster County Building Official after a tornado passed through the Irvington area on Thursday, April 6. SFMO personnel assisted officials from Lancaster County and VDEM with damage assessments. An assessment of Rappahannock General Hospital revealed damage to windows, ceilings, and roof top HVAC units, but no structural damage. The Emergency Department was shut down for a short time. No injuries were reported at the hospital. Staff also assisted with damage assessments of approximately 75 homes in the Stevens

Neck, Pitman's Corner, and Christ Church areas, as well as the Towns of Kilmarnock and Irvington.

SFM McGraw spoke at the DGS Department of Engineering and Buildings "Capital Outlay and Facility Management Forum" in Richmond on April 20. The main purpose of the visit was to introduce himself to stakeholders in the BCOM process throughout the Commonwealth.

Staff investigated a fire prevention code complaint at Bellarissa Restaurant in Stanley on April 17. The Page County Building Official and local Health Department officials were present. An investigation revealed the kitchen commercial cooking hood and associated fire suppression system had not been inspected, tested, or maintained since June 2014. There were no records of previous inspection, testing, or maintenance available for review. The owner had recently contracted a fire suppression system contractor that stated the Dry Chemical system could not be inspected, tested, and maintained because parts are not available. A NOV was issued for failure to inspect, test, and maintain the hood and fire suppression system and the owner was instructed not to cook foods that produce grease laden vapors.

Staff conducted a fire prevention code complaint investigation at The University of Virginia Physics Department in Charlottesville on April 20. The complaint concerned the use of flammable liquids and flammable and oxidizing gases indoors during an upcoming Physics Day event. The investigation revealed that only an aerosol would be used to spray into a two liter empty bottle and ignited to project across the room while attached to string. UVA Fire Safety Department will be following up with University officials to ensure appropriate fire and life safety procedures were followed.

Staff responded to a complaint at Porky's BBQ Buffet located in City of Galax on April 26. Upon investigation, staff found there had been what the manager described as "a large fire under the kitchen hood" that had been extinguished with a 10 lb ABC extinguisher. Staff requested that the manager have the service contractor for the kitchen hood system come to the restaurant. Inspection and functional testing of the kitchen hood system by the contractor revealed numerous significant issues include obstructed piping and inoperable / ineffective fans due to worn belts. Identified issues were corrected and system was restored to service. Several other minor violations were found and an NOV to be issued to owner for remaining violations

SFM McGraw attended the VBCOA Mid-Year Meeting in Charlottesville on Monday, May 1. SFM McGraw provided an update on the SFMO to the group. A representative of the Secretary of Commerce and Trade presented the Governor's "Building Safety Month Proclamation" during the event.

SFM McGraw participated in the VFCA Fire Code Officials Summit at the Chesterfield Public Safety Training Center on Tuesday, May 2. He provided an overview of the SFMO and Community Risk Reduction Initiatives. Approximately 42 fire code officials from around

the Commonwealth attended the event and participated in discussions on current fire prevention issues and trends, including the on-going fire code adoption process.

Staff investigated a complaint concerning a reoccurring gas leak at the Taco Bell/KFC in Ruckersville on May 4. A complaint was received from the Greene County Emergency Manager. An inspection revealed a gas leak at a kitchen cooking appliance. A facility representative shut down the appliance and the gas valve was turned off. The kitchen hood fire suppression system piping was found in disrepair. Cooking that produced grease laden vapors on the KFC side was suspended until the suppression system was repaired and inspected. A Notice of Violation was issued to the owner. Repairs and an inspection were conducted within 24 hours.

Staff investigated a complaint concerning electrical system and other building services deficiencies at the Days Inn in Luray on May 5. A complaint was received from the Page County Building Official. An inspection revealed the complaint to be valid. **In total, 117 violations were observed.** Many were repeat items (extension cords, power strips, etc.). A Notice of Violation was issued to the owner.

Staff attended the Grayson, Galax, Carroll, and Hillsville Building Safety Month event in Galax on May 12, 2017. Several students from the International Code Council (ICC) High School Technical Training Program will be presented completion certificates by ICC Staff. **Two SWRO Staff were active in the promotion of this program in local schools for the past couple of years and the program was recognized nationwide by ICC.**

SFM McGraw, DSFM Reynolds and several SFMO staff attended the Virginia Fire Prevention Association (VFPA) Spring Conference in Virginia Beach from May 22 to 24. Chief Carter provided a VDFP update and SFM McGraw provided updates on SFMO and VFMA activities.

NRO Manager and one staff conducted a construction inspection at the New Market Battle Field (VMI property) in New Market on May 19. The scope involved one tent and one stage under a BCOM permit. A site inspection revealed there were two additional tents, of sufficient size, used for selling merchandise without the benefit of a BCOM permit. At the direction of BCOM the occupant was advised they should not occupy the tent without a permit. Staff verified all the conditions required by a permit could be met if the occupant did not voluntarily evacuate.

Staff was contacted by the Louisa County Building Official on Tuesday, May 23 regarding fire code violations at the North America Tire Recycling facility located in Louisa County. The Building Official had completed a structural stability inspection of the facility, which was damaged by a fire the previous night. Staff met the Building Official on site but could not conduct an inspection due to unsafe conditions. The owner was advised to contact the SFMO for an inspection immediately after power had been restored to the building.

Virginia Fire Marshal Academy:

SFM McGraw and Executive Director Carter met with Department of Criminal Justice Services staff on Friday, March 31, to discuss the law enforcement related training components of the Virginia Fire Marshal Academy.

A VFMA Stakeholders Meeting was held at VDFP HQ in Glen Allen on Tuesday, March 28. Approximately 60 people participated. A number of recommendations and requests were made regarding length, content, and conduct of the VFMA courses.

The FBI utilized one Burn Cell Trailer for practical exercises at an Evidence Technician training class held at Marine Corps Base Quantico at the end of March.

One Burn Cell Trailer was used by the Virginia Chapter of the International Association of Arson Investigators (IAAI) for training at their annual conference in Waynesboro.

SFM McGraw assisting with demonstrations and practical exercises using one of the VDFP / VFMA Burn Cell trailers a Fire Investigation class taught in the Criminal Justice / Forensic Science program at Radford University on Tuesday evening, April 18.

Subject Matter Expert Work Groups have been working to update the Fire Inspector and Fire Investigator programs in order to resume training classes in July 2017. Multiple meetings have taken place and short term and long term action plans have been developed and presented to the Training & Education Committee.

Community Risk Reduction

Staff has been working with Meredith Hawes from NFPA and members of Virginia Hands and Voices on several initiatives. VDFP will host an event on Wednesday, November 8, that will feature a webinar focused on fire safety for the Deaf and Hard of Hearing community. The webinar will be supported by NFPA and will utilize all the different means of communication currently in use. Fire safety resources will be provided to families with hearing difficulties and fire safety activities have been planned for children in attendance. A training event on November 9 will teach members of Virginia's fire service best practices for communicating with and responding to this population.

The Commonwealth has been contacted by National Center for Fatality Review and Prevention at the Michigan Public Health Institute to participate in a community risk reduction pilot program pending receipt of a FY16 Fire Prevention and Safety Grant. This program, Sound Off with the Home Fire Safety Patrol, offers a unique school-based fire safety program designed to deliver education and free smoke alarms to high-risk students in Grades 2 and 3 and their families. Virginia was among 10 states selected to participate and will specifically work with targeted pockets of poverty with an increased fire risks. Our office continues to review the proposed documents and identify Virginia jurisdictions for the pilot program.

The Consumer Product Safety Commission and the Department of Health will host a workshop on injury prevention initiatives on June 15, 2017, at the Tuckahoe Library in

Glen Allen. Community Risk Reduction Coordinator Erin Rice will serve on a panel discussing ways to reduce risks within the home, with an emphasis on multi-housing units.

REPORT FROM THE CODES AND STANDARDS SUBCOMMITTEE

On behalf of the Virginia Fire Services Board, Robby Dawson offered the following comments.

Submitted by: James Dawson

“First my fellow Board Members, my apologies for missing this meeting. I am attending the International Fire Marshals Association Board of Directors meeting, but I offer the following information on behalf of the Fire Prevention and Control Committee and Codes and Standards Subcommittee:

1. There has been no action on the Fire Prevention and Control Plan. This has taken a back seat to the Statewide Fire Prevention Code and Uniform Statewide Building Code update process currently underway. I anticipate action on this Plan after the approval of the codes by the Board of Housing in November, 2017.
2. The Statewide Fire Prevention Code re-write effort continues with the Codes and Standards Subcommittee having completed up to Chapter 8 and a considerable portion of Chapter 9 of the SFPC.

I have requested some clarification from the DHCD staff on the processes to be followed and their expectation since the deadline for submitting SFPC proposed changes is May 26, 2017. Cindy Davis has reported at a recent meeting the May 26th deadline will not be an issue, but I have not received any direct confirmation from her on that fact. The FSB Codes Subcommittee will continue to work on our proposal; however it is clear that we will not be able to complete the process by the October timeline when the Board of Housing is scheduled to act on all of the proposals.

I have gotten an indication from the Chairman of the Board of Housing that the proposed changes from our Codes and Standards Subcommittee would be accepted, as well as the proposed SFPC changes submitted by staff at DHCD. This approach will create a considerable conflict in the SFPC where there would be significant conflicting terms and intent of the SFPC. This not only will create an impossible condition under which local and state fire marshals can enforce the code, there will be considerable confusion as to the intent of some early chapter's references to the later chapter sections.

Mr. John Caufield from NFPA mentioned in his testimony at the May 15, 2017 Public Hearing the purpose and benefits to correlating changes in any code or standard to the other code sections or standards at the national level, and the impacts of unintended consequences if that process is not followed. This has been the most significant undertaking the FSB Codes and Standards Subcommittee has tackled. It is this diligent and deliberate process of comparing each code section deletion or change with other portions of the code that has taken place over the past seven months at multiple face to face and on-line meetings with members of the subcommittee. This is in stark comparison to the rapid pace at which the DHCD proposal was developed.

I would ask that the Fire Services Board continue to monitor this closely and be actively engaged in the SFPC development process. The next critical date for this Board is September 18, 2017 where the combined committee of the Fire Services Board and the Board of Housing will review all of the proposals to the Statewide Fire Prevention Code to develop a recommendation to the full Board of Housing for their approval. I expect a more complete report of the workgroup meetings to be presented at the August FSB meeting.

3. Captain George Hollingsworth has retired from Fairfax County and taken a position with the State Fire Marshals Office. As a result, he has resigned from his position on the Codes and Standards Subcommittee.

Captain Mike Perdue from the Salem Fire-EMS Department has expressed an interest in being appointed to the Subcommittee, and has the endorsement of his fire chief. I would request the Chairman Appoint Captain Perdue to the Subcommittee as a voting member effective immediately to fill the void left by Captain Hollingsworth.

I would request that the Chairman formally appoint Deputy Fire Marshal/Fire Protection Engineer Andrew Milliken, from the Stafford County Fire Marshals Office to Chair the Subcommittee as well to assume Captain Hollingsworth's position.

4. On behalf of the VFCA and VFPA, I attended a meeting with Secretary Todd Haymore of Commerce and Trade to discuss the present state of the SFPC re-write effort. In collaboration with Chief Keith Brower of Loudoun, we offered the following points:
 - a. The FSB Codes Subcommittee has met more than 20 times over the past seven months and made strides to achieve the re-write of the SFPC, but the pace has been arduous due to the degree of diligence and meticulousness the group has taken. This has resulted in a proposal that thus far makes a

functional regulation that is consistent with national standards and does not create conflict within the code or with other regulations.

- b. Because the process has been so deliberate, there is no way we can complete the revisions before the October Board of Housing meetings that will review and approve/deny any proposal to change the SFPC and other regulations. We have completed 9 chapters of the SFPC and have 37 left to go.
- c. Chief Brower and I presented the only reasonable a prudent path forward was to move the SFPC re-write to the next code development cycle for the adoption of the 2018 editions of the ICC Codes. This will not delay the balance of the code adoption process, but will allow a complete and fully vetted regulation to be put before the Board of Housing in the coming years.
- d. As of May 26th, we are awaiting a response from Secretary Haymore on the Administration's position on the issue.

UNFINISHED BUSINESS

Topic: Subcommittee Appointments

Motion 1: To appoint the following individuals to the Code and Standards Subcommittee;

1. Kris Bridges
2. Michael Perdue
3. Linda Hale

Motion 2: To appoint Andrew Milliken of Stafford County for the Chair of the Code and Standards Subcommittee.

Topic Discussion: The above individuals, as mentioned on the motion have been appointed to the code and standards subcommittee.

Vote: Unanimous

Action: Motion Carries

NEW BUSINESS

N/A

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

Brenda Scaife provided the following report;

VDFP received Federal funding in the amount of \$365,260 from the Department of Homeland Security through the Assistance to Firefighter Grant (AFG) program. The grant will provide at least 60 Structural Turnout Gear and at least 10 sets of Technical Rescue Turnout gear. Funding will also provide a hazardous material training simulator that will be utilized by VDEM.

1. FY17 Live Structure Budget as of May 25, 2017 (see enclosure for details)

Carried forward Balance from FY16	\$1,715,620
FY17 Annual Appropriation	\$975,000
Total FY 17 Cash Available	\$2,690,620
Cash on hand 5/25/17	\$ 1,999,704
Unobligated	\$226,899

2. FY16 Aid to localities as of May 25, 2017 (see enclosure for details)

Funds Released	319	98.8%	\$26,401,329	99.8%
Total Funds Not Released	4	1.2%	\$40,002	0.2%
ATL Total	323	100.0%	\$26,441,331	100.0%

Localities in Jeopardy of Losing FY16 Funding

- Clinchport (Town)
- Independence (Town)
- Saint Charles (Town)
- Toms Brook (Town)

3. FY17 Aid to localities as of May 25, 2017 (see enclosure for details)

Funds Released	223	69.0%	\$19,927,828	73.7%
Total Funds Not Released	100	31%	\$7,106,212	26.3%
ATL Total	323	100.0%	\$27,034,040	100.0%

Report from Administration, Policy and Finance Committee

No meeting held between February and June, 2017.

REPORT FROM THE BURN BUILDING COMMITTEE

Below are the minutes from the Burn Building Committee held on May 9, 2017 (stakeholder meeting and the committee's meeting).

The Live Structure Committee had two meetings. The first one was a stakeholder meeting held on Tuesday, May 9 at 10am followed by a Committee Meeting at 1pm.

First Meeting: See minutes from the Live Structure Committee meeting held on Tuesday, May 9, 2017 at 10am for stakeholders. [Stakeholder Meeting Minutes](#).

Second Meeting: For the second committee meeting, the committee went into a closed session to make decisions on the Regional Fire Services Training Grant. [Closed Committee Meeting](#).

Permanently Tabled Discussion: However, it was determined the process was not aligned with proper public meeting conduct. Therefore, the chairwoman, Bettie R. Nobles requested to permanently table the motion to grant applicants until further notice at the Friday, June 2 VFSB meeting.

UNFINISHED BUSINESS

N/A

NEW BUSINESS

Topic: Discussion on Structure and Design of Current Burn Building Prototype (Live Fire Training Structure)

Motion: N/A

Topic Discussion: Stakeholders were given another opportunity to discuss the current structure. The A/E Firm was on standby to answer questions etc.

James Eicholtz, Bay Training Consultants requested for the Committee to review several areas within the burn building policy. Concerns included;

1. Flexibility of the design should be allowed to the prototypes.
2. Omit or revise the requirement for the 15' perimeter concrete apron around the burn facility. This apron seems excessive base on the assumption that apparatus is not allowed within close proximity of the building.
3. Temperature monitoring system requirements are excessive. These systems only provide a snapshot in time of the training. Audible and visual alarms are not needed. System has value in Class A facilities only.
4. Temperature monitoring systems are not needed in Class B buildings. Gas systems are designed and built with safety features that monitor excessive temperatures and automatically shut down.
5. Remove the exterior lining of the building around windows. It tends to interfere with laddering and rappelling exercises and serves no purpose in a Class A or Class B buildings.

6. Eliminate the scuppers in Prototype II buildings. These systems have internal drains.
7. Eliminate the fire brick on the floors of steel buildings. Floor is not structural so it is sacrificial to some degree. In Class B buildings, there is no reason to have fire brick as the fire can never be on the floor and the temperature is controlled by the Class B systems.
8. Prototypes should only reflect NFPA 1402 requirements
9. Some specification requirements are impacting costs such as;
 - a. Heater requirement for Class B system not needed in VA.
 - b. Plexiglass view cover in equipment not necessary.
 - c. Top mounted strobe light/alarm system on monitoring system not needed.
 - d. Cover over gas monitoring head not needed
 - e. Separate climate control room for temperature monitoring system not needed.

Stakeholders expressed concerns such as;

1. Concrete apron is usually delineated as a “No Drive Area”. The concrete apron could be an add option.
2. Various discussions were introduced as to what was the purpose of the apron.
3. Review NFPA minimum requirements vs. the requirements of the prototype.

Additional discussion ensued covering variety of areas, responses were provided by the A/E Firm. See below;

1. Is there a way to estimate the Cost Index in different regions of Virginia? Using the Means Cost Estimating Books is an option.
2. NFPA is Performance Based, therefore, not a lot of requirements.
3. Fire brick serves no purpose for Class B buildings. May be needed in Class A buildings to protect the structure.
4. Window lining: Class B building – Don’t need it. Class A building – may be needed to protect lintels.
5. Temperature Monitoring: Class B building – Don’t need it. Class A building – depends on the purpose of the monitoring. May be good for monitoring buildings, not personnel. The building may need to be monitored for warranty protection.

The Committee requested the A/E to perform the following tasks;

1. Review NFPA Requirements for Firefighter I and Firefighter II and establish the basic requirements of a state burn building to meet these requirements.
2. Determine the Basic Requirements for different Prototypes and Class buildings. These requirements derived from
3. NFPA and may suggest revisions to the current Live Structure Policy Manual
4. Identify items that currently exceed or are not needed in Prototypes or different Class buildings.
5. Tentative date for A&E to complete Scope of Work and share findings with the Live Structure Committee is August 3, 2017.

Due Date: August 2, 2017

Vote: N/A

Motion Action: N/A

UNFINISHED BUSINESS

Topic: Extension of construction time

Motion: Motion to grant Prince George, Winchester and Montgomery a no cost one year extension.

Topic Discussion: The Committee approved the following three localities; Prince George, Winchester and Montgomery a no cost one year extension.

Vote: Unanimous

Motion Action: Motion Carries

NEW BUSINESS

Topic: Discussion: Regional Fire Services Training Grant Funding Awards.

Motion: Motion to permanently table the action of the Live Structure Committee's per its motion from Tuesday, May 9, 2017.

Topic Discussion: Chairwoman Bettie Reeves-Nobles requested to permanently table the motion of the Live Structure Committee from Tuesday, May 9, 2017.

Vote: Unanimous

Motion Action: Motion Carries

COMMENTS FROM THE CHAIRMAN

Chairman Bailey thanked everyone for their attendance. The Chairman acknowledged guests and Chief Mr. Sturdivant.

FULL BOARD BUSINESS

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

Topic: Fall Board Meeting Location (South Boston, VA)

Motion: N/A

Topic Discussion: This discussion has been held off until the August board meeting.

Vote: N/A

Motion Action: N/A

Topic: Nominees for Election/Etc.

Motion: N/A

Topic Discussion: Discussion has been held off until the next full board meeting in August.

Vote: N/A

Motion Action: N/A

ADJOURNMENT

The Board adjourned at 11:15am.

Clerk of the Committee

Mohamed G. Abbamin

REVIEWED BY:



Wednesday, June 7, 2017

Melvin D. Carter
Executive Director

Date

Enclosures:

1. **Enclosure 1:** Fire Inspector Curriculum
2. **Enclosure 2:** Fire Investigator Curriculum
3. **Enclosure 3:** Proposed Fire Inspector Class Schedule
4. **Enclosure 4:** Working Outline of Virginia Specific Material – See enclosure
5. **Enclosure 5:** NFPA-1002-14 – Progression of Training Chart
6. **Enclosure 6:** Retest Procedures (Written/Practical)
7. **Enclosure 7:** No Show Policy

APPROVED



Virginia Fire Marshal Academy Fire Inspector Curriculum ACTION PLAN



Background

The Virginia Fire Marshal Academy provides initial certification training for fire inspectors within the Commonwealth of Virginia. The curriculum satisfies the training requirements for Fire Officials and Technical Assistants to be certified in accordance with the Virginia Certification Standards (13VAC5-21) as required by Section 105 of the Statewide Fire Prevention Code (SFPC). The curriculum also satisfies the requirements of Section 27.34-2 of the Code of Virginia regarding the authority to arrest, to procure and serve warrants of arrest and to issue summons.

In January 2017, the Department of Fire Programs suspended initial certification classes for fire inspectors, fire investigators, and basic law enforcement. The two primary factors driving this decision were the loss of administrative controls and concerns regarding the alignment of the curriculum with the most current edition of the NFPA certification standards, i.e. the 2014 editions of NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*, and NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*.

Actions to Date

A Stakeholder meeting was held at VDFP Headquarters on March 28, 2017. Approximately 65 people attended this meeting. A variety of issues were discussed, including the length of the initial certification training, offering a combined Inspector I & II program versus separate Inspector I and II programs, capabilities of students after completing the class, and acceptance of certifications from other states or training sources. As a result of this meeting, as well as feedback obtained from previous surveys, the following goals / objectives were established:

- Ideally, the class should be no more than three (3) weeks long.
- For the near term, a combined Inspector I & II program should continue.
- Additional study of the need / benefit of a stand-alone Inspector I program should be conducted for the long term.
- A "bridge class" should be developed to allow individuals with accredited certifications from other states or training sources to obtain the training necessary to comply with the requirements of the SFPC and COV §27-34.2 without taking the entire initial certification class.

In addition, a need to revise or replace existing curriculum materials has been identified. The current four-week program utilizes a text book from Jones & Bartlett for Week 1 and primarily internally developed materials for the balance of the class. There is no Instructor's Guide for the curriculum; the majority of the material that would be contained in an Instructor's Guide resides in the institutional knowledge of the long term cadre. In order to facilitate using a larger instructor cadre, to provide for succession planning of the long term cadre, and to provide multiple instructional methods to meet the varied learning styles of adult learners, a comprehensive curriculum package must be developed.

A Fire Inspector Subject Matter Expert (SME) Workgroup has been convened to evaluate the existing Fire Inspector (NFPA 1031) curriculum and revise or replace the curriculum, as necessary. The members of the Fire Inspector SME Workgroup are:

- William Lloyd, VFMA Instructor Cadre
- Robin Preece, VFMA Instructor Cadre
- Rodney Ferguson, VFMA Instructor Cadre
- Ernie Little, VFMA Instructor Cadre
- Chief Linda Hale, Loudoun County Fire Marshal's Office

- Chief James “Robby” Dawson, Chesterfield County Fire Marshal’s Office
- Gerry Maiatico, Fire Marshal, Warren County
- Lt. Charles Chapin, City of Suffolk Fire Marshal’s Office
- Lt. Joe Boisseau, Colonial Heights Fire Marshal’s Office
- Sandy Morris, Director, Jack A. Proctor Virginia Building Code Academy (DHCD)
- Rajan Engh, Curriculum Development Specialist, DHCD
- Brian McGraw, State Fire Marshal

The SME Workgroup has reviewed the existing curriculum against the Job Performance Requirements (JPRs) of NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Reviewer* (2014 edition) for Fire Inspector I and II. In addition, the curriculum has been compared against the requirements of 19VAC15-20, *Regulations Establishing Certifications Standards for Fire Inspectors*.

Based on the work of the SME Workgroup to date, it has been realized that a complete curriculum update / replacement by the July 1 date for resuming training is unrealistic. As a result, action plans have been developed to facilitate the short term resumption of training as well as the long term goal of completely updating the curriculum.

Short Term Action Plan

A short term action plan to facilitate the resumption of training in July 2017 has been developed to address the two critical items that initiated the suspension of training, i.e. administrative controls and certification to the 2014 standard. In addition, the SME Workgroup has identified modifications to the existing curriculum that will achieve one of the stakeholder objectives in the short term, i.e. reducing the class length from four weeks to three weeks.

Administrative Controls

- Adhere to VDFP Policies for minimum class size and registration deadlines
 - Minimum class size: 12 students
 - All required registration materials must be received at least ten (10) days prior to class start date.
 - Students that do not meet prerequisites will not be permitted to attend the class.
- Review requirements for criminal background checks
 - If required, provide clear direction for completing forms
 - Specify what constitutes an unacceptable results, i.e. COV §15.2-1705.
- Requiring all students to meet prerequisites before the start of class will resolve most, if not all, of the issues associated with generating certificates at the end of the class

Curriculum

- Compare 2009 and 2014 editions of NFPA 1031 and develop correlation document. IN PROCESS
- Identify material in NFPA 1031 standard or administrative regulations that is not covered in current curriculum or requires additional coverage. COMPLETE – SEE ATTACHED PROPOSED SCHEDULE
- Incorporate identified material into current curriculum. IN PROCESS
- Identify reading / preparation to be completed prior to class COMPLETED
 - Diamantes 4th Edition: Section 1, Chapter 1, Chapter 2
 - Chapter 1 of Statewide Fire Prevention Code

Test Bank Validation

- Review 2014 test bank TO BE COMPLETED IN JUNE

Resume Training Delivery

- Target delivery date: July 10, 2017
- Location: Tidewater Region

Long Term Action Plan

Once short term action plan has been completed and training delivery has resumed, the SME Workgroup will initiate the comprehensive revision of the curriculum. The actions associated with that process include:

Develop Initial Certification Program

- Review commercially available curricula for use as base materials IN PROCESS
 - Fire Inspector Principles and Practice, Jones & Bartlett
 - Fire Inspection and Code Enforcement, IFSTA
 - Fire Prevention Inspection and Code Enforcement, 4th Edition, Diamantes
- Develop list of “Virginia Specific Material” to be added to base curriculum IN PROCESS
- Incorporate Virginia Specific Material into base curriculum

Develop “Bridge” Class

- Develop stand-alone curriculum to cover the Virginia Specific Material identified above

Sustainment and Expansion

- Develop and implement plans for periodic review and update of curricula
- Assess need for additional training deliver options:
 - Separate Inspector I and Inspector II classes
- Assess need for Fire Marshal training class for certification to NFPA 1037 standard

Attachments:

1. Proposed Fire Inspector Class Schedule (Short Term)
2. Working Outline of Virginia Specific Material



Virginia Fire Marshal Academy Fire Investigator Curriculum ACTION PLAN



Background

In January 2017, the Department of Fire Programs suspended initial certification classes for fire inspectors, fire investigators, and basic law enforcement. The two primary factors driving this decision were the loss of administrative controls and concerns regarding the alignment of the curriculum with the most current edition of the NFPA certification standards, i.e. the 2014 editions of NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*, and NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*.

Actions to Date

A Stakeholder meeting was held at VDFP Headquarters on March 28, 2017. Approximately 65 people attended this meeting. A variety of issues were discussed, including the length of the initial certification training, requiring mandatory prerequisites similar to the National Fire Academy, capabilities of students after completing the class, and acceptance of certifications from other states or training sources. As a result of this meeting, as well as feedback obtained from previous surveys, the following goals / objectives were established:

- Ideally, the class should be approximately three (3) weeks long.
- A “bridge class” should be developed to allow individuals with accredited certifications from other states or training sources to obtain the training necessary to practice in Virginia without taking the entire initial certification class.

In addition, a need to revise or replace existing curriculum materials has been identified. The current four-week program utilizes primarily internally developed materials. There is no Instructors Guide for the curriculum; the majority of the material that would be contained in an Instructor Guide resides in the institutional knowledge of the long term cadre. In order to facilitate using a larger instructor cadre, to provide for succession planning of the long term cadre, and to provide multiple instructional methods to meet the varied learning styles of adults learners, a comprehensive curriculum package must be developed.

A Fire Investigator Subject Matter Expert (SME) Workgroup has been convened to evaluate the existing Fire Investigator (NFPA 1033) curriculum and revise or replace the curriculum, as necessary. The members of the Fire Investigator SME Workgroup are:

- Harold Adams, VFMA Instructor Cadre
- Robert “Bull” Rollston, VFMA Instructor Cadre
- Ed “Butch” Fuzy, VFMA Instructor Cadre
- Lt. Charles Chapin, City of Suffolk Fire Marshal’s Office
- Lt. Joe Boisseau, Colonial Heights Fire Marshal’s Office
- Jeremy Luttrell, Fire Marshal, City of Winchester
- Lee Mooney, Captain, Hanover County Fire Marshal’s Office
- Steve Philips, Lieutenant, Hanover County Fire Marshal’s Office
- Perry Weller, Deputy Fire Marshal, City of Staunton
- Brian McGraw, State Fire Marshal

The SME Workgroup has reviewed the existing curriculum against the Job Performance Requirements (JPRs) of NFPA 1033, *Standard for Professional Qualifications for Fire Investigator* (2014 edition). In addition, the curriculum has been compared against the requirements of 19VAC15-30, *Regulations Establishing Certifications Standards for Fire Investigators*.

Based on the work of the SME Workgroup to date, it has been realized that a complete curriculum update / replacement by the July 1 date for resuming training is unrealistic. As a result, action plans have been developed to facilitate the short term resumption of training as well as the long term goal of completely updating the curriculum.

Short Term Action Plan

A short term action plan to facilitate the resumption of training in July 2017 has been developed to address the two critical items that initiated the suspension of training, i.e. administrative controls and certification to the 2014 standard.

Administrative Controls

- Adhere to VDFP Policies for minimum class size and registration deadlines
 - Minimum class size: 12 students
 - All required registration materials must be received at least ten (10) days prior to class start date.
 - Students that do not meet prerequisites will not be permitted to attend the class.
- Review requirements for criminal background checks
 - If required, provide clear direction for completing forms
 - Specify what constitutes an unacceptable results, i.e. COV §15.2-1705.
- Requiring all students to meet prerequisites before the start of class will resolve most, if not all, of the issues associated with generating certificates at the end of the class

Curriculum

- Compare 2009 and 2014 editions of NFPA 1033 and develop correlation document. IN PROCESS
- Identify material in NFPA 1033 standard or administrative regulations that is not covered in current curriculum or requires additional coverage. IN PROCESS
- Incorporate identified material into current curriculum. IN PROCESS
- Identify material that can be removed or reduced due to coverage in BLE IN PROCESS
- Identify reading / preparation to be completed prior to class IN PROCESS
 - CFITrainer.net modules

Test Bank Validation

- Review 2014 test bank TO BE COMPLETED IN JUNE

Resume Training Delivery

- Target delivery date: August, 2017
- Location: Lynchburg / Danville area

Long Term Action Plan

Once short term action plan has been completed and training delivery has resumed, the SME Workgroup will initiate the comprehensive revision of the curriculum. The actions associated with that process include:

Develop Initial Certification Program

- Review commercially available curricula for use as base materials IN PROCESS
 - Fire Investigator Principles and Practice to NFPA 921 and 1033, Jones & Bartlett
 - Fire Investigator, IFSTA
- Develop list of "Virginia Specific Material" to be added to base curriculum IN PROCESS
- Incorporate Virginia Specific Material into base curriculum

Develop “Bridge” Class

- Develop stand-alone curriculum to cover the Virginia Specific Material identified above

Sustainment and Expansion

- Develop and implement plans for periodic review and update of curricula
- Evaluate and revise content of CFFI modules



VIRGINIA FIRE MARSHAL ACADEMY

Proposed 1031 Presentation Schedule
with JPR listed if J & B material is removed

Day	Proposed Topic	Estimated time	Subject	Student Assignment	JPR Insp I	JPR Insp II	Regulation Insp I	Regulation Insp II
Day 1	Title 27 & 36 & Dillon's rule How to use the code books. Exercise, testing & skills review.	2 hrs.		Workshops	4-2.1A	5-2 5-2.1 5-2.6 5-2.6A 5-2.6B	15-20-190 15-20-620 15-20-630 15-20-640	15-20-1010
		3 hrs.						
		1 hr.						
Day 2	Workshop review. Chap. 1 Chap 2 Use groups.	1 hr.	In class exercise (3)	Workshops	4-2.1A		15-20-640 15-20-670 15-20-680	15-20-930 15-20-1010 15-20-1020
		3 hrs.						
		1 hr.						
		1 hr.						
Day 3	Workshop review Special Use Groups. Construction Types. Height and Area, Fire Resistance Video-PWC Church	1 hr.	In class exercise (2)	Workshops	4-3.2 4-3.2A 4-3.2B	5-3.2 5-3.2A 5-3.2B 5-3.3 5-3.3A 5-3.3B 5-4.2 5-4.2A 5-4.2B	15-20-580 15-20-590	15-20-900 15-20-930 15-20-970 15-20-990 15-20-1020
		2 hrs.						
		2 hrs.						
		1 hr.						
Day 4	Workshop review Chap. 10 Egress Video History Chan.	1 hr.	In class exercise (3)	Workshops	4-3.3 4-3.3A 4-3.3B	5-3.1 5-3.1A 5-3.1B 5-4.5 5-4.5A 5-4.5B 5-4.6 5-4.6A 5-4.6B	15-20-560 15-20-570 15-20-690	15-20-900 15-20-910 15-20-970 15-20-1020
		4 hrs.						
		1 hr.						
Day 5	Workshop review Flow testing. Chap. 9 Fire Protection Video - station Written Quiz Review	1 hr.	In class exercise (4)	Workshops	4-3.5 4-3.5A 4-3.5B 4-3.6 4-3.6A 4-3.6B 4-3.9 4-3.9A 4-3.9B 4-3.16	5-3.4 5-3.4A 5-3.4B 5-3.10 5-3.10A 5-3.10B 5-4 5-4.1 5-4.3 5-4.3A 5-4.3B 5-4.4 5-4.4A 5-4.4B	15-20-270 15-20-470 15-20-480 15-20-490 15-20-500 15-20-510 15-20-520 15-20-530	15-20-860 15-20-870
		3 hrs.						
		1 hr.						



Day 6	Written Quiz Workshop review Chap. 3-8 Chap. 11-36	1 hr. 1 hr. 2 hrs. 2 hrs.	In class exercise (3)	Workshops	4-3.10 4-3.11 4-3.14 4-3.15	5-3.7 5-3.7A 5-3.7B 5-3.10 5-3.10A 5-3.10B 5-3.12 5-3.12A 5-3.12B	15-20-460 15-20-540 15-20-550 15-20-560 15-20-580 15-20-600 15-20-610 15-20-620 15-20-630 15-20-690	15-20-840 15-20-850 15-20-880 15-20-890 15-20-900 15-20-920 15-20-940 15-20-950 15-20-960 15-20-1000
Day 7	Workshop review Chap. 11-36 (cont.) Chap. 50 Haz. Gen. Chaps. 51 – 55	1 hr. 2 hrs. 1 hr. 2 hrs.	In class exercise (2)	Workshops	4-3.12 4- 3.12A 4- 3.12B	5-3.8 5-3.8A 5-3.8B	15-20-200 15-20-210 15-20-220 15-20-230 15-20-240 15-20-250 15-20-260 15-20-270 15-20-280 15-20-290 15-20-300 15-20-430 15-20-440 15-20-460	15-20-810 15-20-820
Day 8	Workshop review Chap 56 Explosive/Fire work Chaps. 57 – 67	1 hr. 4 hrs. 1 hrs.	In class exercise (2)	Workshops			15-20-200 15-20-210 15-20-220 15-20-230 15-20-240 15-20-250 15-20-260 15-20-270 15-20-280 15-20-290 15-20-380 15-20-390 15-20-400 15-20-410 15-20-420 15-20-440 15-20-450	15-20-820 15-20-830 15-20-850
Day 9	Workshop review Chaps. 57 - 67 (cont.) Court Testimony Virtual Inspection	1 hr. 2 hrs. 1 hr. 2 hrs.		Workshops	4-3.13 4- 3.13A 4- 3.13B 4-3.14 4- 3.14A 4- 3.14B	5-3.9 5-3.9A 5-3.9B	15-20-300 15-20-310 15-20-320 15-20-330 15-20-340 15-20-350 15-20-360 15-20-370 15-20-640 15-20-650 15-20-660	15-20-810 15-20-960



Day 10	Workshop review Negligence/Legal Notices, Summons, Inspection Warrant Written Code Review	1 hr. 1 hr. 2 hrs. 1 hr.		Workshops		5-2 5-2.1 5-2.1A 5-2.1B 5-2.3 5-2.3A 5-2.3B	15-20-190 15-20-640 15-20-650 15-20-680	15-20-800 15-20-980 15-20-1010 15-20-1030 15-20-1040 15-20-1050 15-20-1060 15-20-1070 15-20-1080 15-20-1090 15-20-1100
Day 11	Written Quiz Workshop review Virtual Inspection Report Writing Practical	1 hr. 1 hr. 2 hrs. 2 hrs.	In class exercise (2)		4-2.1B 4-3?	5-3 5-3.1 5-3.1A 5-3.1B 5-3.11 5-3.11A 5-3.11B 5-4.1 5-4.1A 5-4.1B	15-20-180 15-20-650 15-20-660 15-20-690	15-20-800 15-20-940 15-20-960 15-20-970 15-20-1030 15-20-1040 15-20-1050 15-20-1060 15-20-1070 15-20-1100
Day 12	Virtual Inspection Skills Exercise	2 hrs. 2 hrs.			4-2.3 4-3? 4-3.1 4-3.1A 4-3.1B 4-3.8 4-3.8A 4-3.8B	5-2.3 5-2.3A 5-2.3B 5-3.5 5-3.5A 5-3.5B 5-3.6 5-3.6A 5-3.6B	15-20-190 15-20-640 15-20-660	15-20-940 15-20-960 15-20-990 15-20-1060 15-20-1070
Day 13	Moot Court Virtual Inspection Skills Review,	4 hrs. 1 hr. 1 hr.			4-2 4-2.6 4-2.6A 4-2.6B 4-3? 4-3.1A 4-3.1B		15-20-180 15-20-640	15-20-960 15-20-1060 15-20-1080 15-20-1090 15-20-1100
Day 14	Skills Testing	4 hrs.			4-2.2 4-2.2A 4-2.2B 4-2.3 4-2.3A 4-2.3B 4-2.5 4-2.5A 4-2.5B 4-3.1A 4-3.1B 4-3.4 4-3.4A 4-3.4B 4-3.5 4-3.5A			



					4-3.5B 4-3.6 4-3.6A 4-3.6B 4-3.7 4-3.7A 4-3.7B 4-3.8 4-3.8A 4-3.8B 4-3.9 4-3.9A 4-3.9B 4-3.12 4- 3.12A 4- 3.12B 4-3.13 4- 3.13A 4- 3.13B 4-3.14 4- 3.14A 4- 3.14B			
Day 15	Evaluations Presentations							

- Complaints – Add to meet 4-2.4, 4-2.4(A), 4-2.4(B)
- Add information on Portable Fire Extinguishers to Chapter 9
- Improve Emergency Planning to meet 4-3.10 and 4-3.11
- Improve Flow Testing to meet 4-3.16 (Pitot Gauge)
- Expand Permit Application & Plans Review 5-2.1 & 5-2.2
- Expand Code Modification 5-2.4, 5-2.4A & 5-2.4B

Virginia Specific Fire Inspector Material
WORKING OUTLINE

What is enforceable?

Title 27 vs. 36

Virginia Public Safety Regulations (Pre-1973)

27-100

Chapter 1

Scope

Agricultural Exceptions

How to use the Code book

Operational Permits

Code Adoption Process

State vs. Local

Dillon Rule

State Fire Marshal's Office (9.1-206)

Local Fire Marshal (27-30 et al)

Fire Official and Technical Assistants (SFPC §105)

Pyrotechnician Certification

Blaster Certification

Legal Notices (NOV, Summons)

Right of Appeal

Technical Review Board (Local, State)

Right of Entry (Inspection Warrant)

Coordinated Inspections

***Standard for Fire Apparatus Driver/Operator Professional
Qualifications***

Progression of Training Chart

Emergency Vehicle Operations Course (EVOC) – Class III

Written Test and Skills Evaluation



NFPA-1002 Chapter 4 – General Requirements

Commentary Driving Skills Testing (Chapter 4 JPR's)

(Completed Locally and/or Regionally with Students Apparatus)



NFPA-1002 Chapter 5 – Apparatus Equipped with a Fire Pump – DPO

Written Testing (Chapters 4 & 5 JPR's)

Skill Testing (Chapter 5 JPR's)



NFPA-1002 Chapter 6 – Apparatus Equipped with an Aerial Device – DOA

Written and Skills Testing (Chapter 6 JPR's)



NFPA-1002 Chapter 7 – Apparatus Equipped with a Tiller –

*****Need to extend accreditation for this level*****

Written and Skills Testing (Chapter 7 JPR's)

Retest Procedures

Written Examination

In the event that a student does not successfully pass the written examination with a 70% or greater, that student will be eligible for a re-test after waiting a minimum of ten (10) days from the date of notification to retest. The student is required to take the re-test within ninety (90) days from the date of notification.

Students that are not successful on the second attempt at written examination will be offered a third attempt only after the individual completes remedial training program certified by the AHJ. The AHJ certified remedial training shall be 20 % of the total course training hours in length. A Chief Officer from the students department must provide a written response to the VDFP Division Chief certifying the student completed 20% of the total course training hours prior to the third attempt. Students must wait a minimum of ten (10) days after notification to re-test and must complete all required training and complete the written examination within (120) days from the notification to retest.

If a student does not successfully complete the written examination on the third attempt, the student will be required to retake the entire course before being allowed any additional attempts at the written examination.

Practical Examination

In the event that a student does not successfully pass the practical testing the student will be allowed a second attempt at the practical test, as long as time allows and the student does need to complete multiple practical stations. Students who fail multiple stations or do not have time to retest the practical skills can contact the local division office to schedule the practical examination retest. The second attempt at testing practicals must be completed within 90 days from notification of retest.

Students that do not successfully complete the second attempt at practical testing will be allowed a third attempt at the practical test after waiting a minimum of 10 days from notification to retest. The student is required to retest within (90) days from notification of retest.

At the discretion of the Division Chief, an additional retest offering may be approved for the locality in which the initial test was administered if six (6) or more did not successfully complete the test. If less are identified, the Division Chief may give the candidate(s) the option to schedule a retest at the Division Office or with another approved final test site.

If a student completes the entire class and does not test during the initial test date, they are eligible to test at any time afterwards to the point that the curriculum changes at which point they will be required to retake the entire course. In addition, shall a student find they are unable to retest within the allotted time, they may petition the Division Chief for an extension not to exceed (30) days unless medical reasons necessitate an extension. Military Personnel deployed abroad during the scheduled test dates may request an extension to a period after they return from active duty.

STUDENT SECTION 5

No Show Policy

Background:

The policy is intended to ensure students attend training courses for which they have registered. This policy is designed to reduce the number of Virginia Department of Fire Programs training classes that are being cancelled due to insufficient attendance because of students who fail to attend classes for which they have registered.

There would be no enforcement of this policy if the student contacts the appropriate Virginia Department of Fire Programs division office via telephone or email and let them know that they will not be able to attend the upcoming training course for which they have registered. It is preferred they notify the Fire Programs division office ten days before the class date, but they can call the day before the class start date and cancel without any penalty.

The No-Show policy is designated for funded training programs hosted by the Virginia Department of Fire Programs. Non-Funded and Reimbursable training programs are handled by the locality and actions against students who fail to attend will remain at the local level.

Policy

The following will occur when a student fails to attend a funded training program:

The student's fire chief will receive a letter from the appropriate Virginia Department of Fire Programs division office advising them that the student had registered for a training class and failed to attend the class without notifying the Virginia Department of Fire Programs to cancel. Any registration fees paid by the student or his/her fire department will be forfeited to the host agency.

Each occurrence will result in an additional letter being generated.

If failure to attend becomes a routine occurrence and the student receives multiple letters, the appropriate Virginia Department of Fire Programs division office will set up a meeting with the Fire Chief, Chief of Training, and Division Chief to discuss the concerns before further disciplinary action will occur.

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	11/14/16	9	2.8%	\$171,300	0.6%
8	11/29/16	13	4.0%	\$269,943	1.0%
9	1/29/17	7	2.2%	\$254,901	1.0%
10			0.0%		0.0%
11			0.0%		0.0%
12			0.0%		0.0%
Funds Released		307	95.0%	\$26,165,874	99.0%
Total Funds Not Released		16	5.0%	\$275,457	1.0%
AtL Total		323	100.0%	\$26,441,331	100.0%

16 Localities in Jeopardy of Losing FY16 Funding

- 1 Bland County
- 2 Boyce (Town)
- 3 Boykins (Town)
- 4 Clinchport (Town)
- 5 Crewe (Town)
- 6 Drendron (Town)
- 7 Elkton (Town)
- 8 Glade Springs (Town)
- 9 Independence (Town)
- 10 Parskey (Town)
- 11 Saint Charles (Town)
- 12 Scottsburg (Town)
- 13 Toms Brook (Town)
- 14 White Stone (Town)
- 15 Buena Vista (City)
- 16 Petersburg (City)

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	12-16-16	70	21.7%	\$4,469,458	16.5%
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		170	52.6%	\$14,875,100	55.0%
Total Funds Not Released		153	47.4%	\$12,158,940	45.0%
AtL Total		323	100.0%	\$27,034,040	100.0%

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	112,500
PRINCE GEORGE- New FY16	480,000	225,000	-
	<u>1,440,000</u>	<u>900,000</u>	<u>112,500</u>
<i><u>Burn Building Renovation / Repair Projects</u></i>			
AUGUSTA County (repair) New FY16	14,214	14,214	-
SPOTSYLVANIA County (repair) New FY17	7,795	7,795	7,795
BLACKSTONE (renovation) New FY17	61,230	61,230	-
	<u>83,239</u>	<u>83,239</u>	<u>7,795</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	50,000
ACCOMACK County (Vehicle Prop) - FY17	30,500	29,250	29,250
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	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	43,077	43,077
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	29,250	29,250
MARTINSVILLE City (Compressor) - FY17	20,000	9,909	9,909
NEWPORT NEWS City (Vehicle Prop) - FY17	50,000	50,000	50,000
ROANOKE City (Training equip.) - FY17	15,000	15,000	-
	<u>641,909</u>	<u>618,295</u>	<u>420,195</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	15,016
DFP (DIRECT) BBldg Supt - Mobile Burn Cells	0	0	-
	<u>500,000</u>	<u>150,000</u>	<u>15,016</u>
NEW Construction Projects	1,440,000	900,000	112,500
RENOV / REPAIR Projects	83,239	83,239	7,795
RFSTG Projects	641,909	618,295	420,195
DFP <u>direct</u> BBldg Support	500,000	150,000	15,016
Total Multi-Year Awards	<u>2,665,148</u>	Total <u>1,751,534</u>	<u>555,505</u>

Unobligated 939,086

Virginia Fire Services Board

MOTION

Committee (check one): Fire Education & Training Fire Prevention & Control
 Finance Administration & Policy Virginia Fire Services Board

Date: 5/16/17

Motion made by: Committee or name: JEFF BAILEY

Second (if required): MR. POINDESTER

Signature of presenter of motion: J Bailey

MOTION TO:

I move to Revise PRACTICAL Testing Process to ALLOW the opportunity FOR two INITIAL practical testing Attempts with the SECOND coming on the SAME day if time Allows By A Different instructor. A 3RD opportunity AFTER waiting AT LEAST 10 DAYS BUT within 90 DAYS.

Amended: (y/n)

Motion Carried: <input checked="" type="checkbox"/>	Vote: Unanimous: _____
Motion Failed: _____	Majority: _____
	Abstentions: _____

[Handwritten signature]

Virginia Fire Services Board

MOTION

4

Committee (check one): Fire Education & Training Fire Prevention & Control
 Finance Administration & Policy Virginia Fire Services Board

Date: 06/01/2017

Motion made by: Committee or name: H. LEE DALY

Second (if required): _____

Signature of presenter of motion: [Signature]

MOTION TO:
ACCEPT INSTRUCTOR CURRICULUM AS PRESENTED

Amended: (y/n) _____

Motion Carried: _____	Vote: Unanimous: _____
Motion Failed: _____	Majority: _____
	Abstentions: _____

Virginia Fire Services Board

MOTION

3

Committee (check one): Fire Education & Training Fire Prevention & Control
 Finance Administration & Policy Virginia Fire Services Board

Date: 06/01/2017

Motion made by: Committee or name: LEE DAY

Second (if required): WALT BAILEY

Signature of presenter of motion: 

MOTION TO:

TO ACCEPT AND RELEASE
THE UPDATED OFFICER I/II,
and IV PROGRAMS

Amended: (y/n)

Motion Carried: _____

Vote: Unanimous: _____

Motion Failed: _____

Majority: _____

Abstentions: _____

Virginia Fire Services Board

MOTION

ENCLOSURE
2

Committee (check one): Fire Education & Training Fire Prevention & Control
 Finance Administration & Policy Virginia Fire Services Board

Date: 06/01/2017

Motion made by: Committee or name: James Alan Calvert

Second (if required): Walter Bailey

Signature of presenter of motion: James Alan Calvert

MOTION TO:

Accept the revision to the A10 Show Policy as
written and discussed (see handout page 110, July
1, 2017 Instructor Manual)

Amended: (y/n)

Motion Carried: _____	Vote: Unanimous: _____
Motion Failed: _____	Majority: _____
	Abstentions: _____

Virginia Fire Services Board

MOTION

(5)

Committee (check one): Fire Education & Training Fire Prevention & Control
 Finance Administration & Policy Virginia Fire Services Board

Date: 6-1-17

Motion made by: Committee or name: David Layman

Second (if required): Jim Calvert

Signature of presenter of motion: [Signature]

MOTION TO:
ACCEPT PLAN (SHORT TERM) PROPOSED
BY STATE FIRE MARSHAL FOR
FIRE INSPECTOR AND FIRE
INVESTIGATOR TO MEET 2014
STANDARDS

Amended: (y/n)

Motion Carried: _____	Vote: Unanimous: <input checked="" type="checkbox"/>
Motion Failed: _____	Majority: _____
	Abstentions: _____

Virginia Fire Services Board

MOTION

2

Committee (check one): Fire Education & Training Fire Prevention & Control
 Finance Administration & Policy Virginia Fire Services Board

Date: _____ 5/16/17 _____

Motion made by: Committee or name: David Layman

Second (if required): Day _____

Signature of presenter of motion: [Signature]

MOTION TO:

I move to revise written testing process to allow the opportunity for two initial testing attempts and a 3rd opportunity after completing a 20% remedial training program certified by AHJ to be effective July 1, 2017.

Amended: (y/n) (20% OF HOURS)

To amend to accept recommendations by DFP staff to allow for re-testing w/ a 90-day period. Effective July 1, 2017.
Calendar

Motion Carried: _____	Vote: Unanimous: <u>X</u>
Motion Failed: _____	Majority: _____
	Abstentions: _____

Virginia Fire Services Board

MOTION

Committee (check one): Fire Education & Training Fire Prevention & Control
 Finance Administration & Policy Virginia Fire Services Board

Date: AT JUNE 1, 2017

Motion made by: Committee or name: DAVID LAYMAN

Second (if required): WALT BAILEY

Signature of presenter of motion: [Signature]

MOTION TO:

AMEND PREVIOUS MOTION TO INCLUDED
RECOMMENDATIONS BY VDFP STAFF
TO ALLOW FOR RE-TESTING WITHIN
90 DAY PERIOD. EFFECTIVE JULY,
2017. BASED ON CALENDAR DAYS

Amended: (y/n)

Motion Carried:

Vote: Unanimous:

Motion Failed:

Majority:

Abstentions:

Virginia Fire Services Board

MOTION

Committee (check one): Fire Education & Training Fire Prevention & Control
 Finance Administration & Policy Virginia Fire Services Board

Date: 5/16/17

Motion made by: Committee or name: T+E

Second (if required): LEE D

Signature of presenter of motion: [Signature]

MOTION TO:

To accept the Emergency Building
Shoring & Machinery Rescue Courses
as presented.

Amended: (y/n) D

Motion Carried: <u>✓</u>	Vote: Unanimous: <u>✓</u>
Motion Failed: _____	Majority: _____
	Abstentions: _____

Virginia Fire Services Board

MOTION

4
B

Committee (check one): Fire Education & Training Fire Prevention & Control
 Finance Administration & Policy Virginia Fire Services Board

Date: 5/17/17

Motion made by: Committee or name: T+E

Second (if required): J. POINDEXTER

Signature of presenter of motion: [Signature]

MOTION TO:

to accept the Rural water, Basic Pump & P tank
as presented.

Amended: (y/n) (y)

Motion Carried:

Vote: Unanimous:

Motion Failed:

Majority:

Abstentions:

Virginia Fire Services Board

[Handwritten initials]

MOTION

Committee (check one): Fire Education & Training Fire Prevention & Control
 Finance Administration & Policy Virginia Fire Services Board

Date: 5/16/17

Motion made by: Committee or name: JAMES POINDEXER

Second (if required): Lee DAY

Signature of presenter of motion: *[Signature]*

MOTION TO:

Accept revised DPO and DAO Curriculum.
as presented.

(see attached sheet) enclosure 2

Amended: (y/n) N/A

Motion Carried: <u>✓</u>	Vote: Unanimous: <u>✓</u>
Motion Failed: _____	Majority: _____
	Abstentions: _____

Virginia Fire Services Board

MOTION

Committee (check one): Fire Education & Training Fire Prevention & Control
 Finance Administration & Policy Virginia Fire Services Board

Date: 6/2/17

Motion made by: Committee or name: FP&C

Second (if required): _____

Signature of presenter of motion: _____

MOTION TO:

Michael Perdue
Appoint Kris Bridges and Linda Hale to
the Code and Standards Committee.

Amended: (y/n)

→ Each individual was voted on individually

Motion Carried:

Vote: Unanimous:

Motion Failed: _____

Majority: _____

Abstentions: _____

Virginia Fire Services Board

MOTION

Committee (check one): Fire Education & Training Fire Prevention & Control
 Finance Administration & Policy Virginia Fire Services Board

Date: 6/2/17

Motion made by: Committee or name: FP&C

Second (if required): _____

Signature of presenter of motion: _____

MOTION TO:

Appoint Andrew Milliken of Stafford
County Chair of the Code and
Standards Committee, replacing
George Hollingsworth.

Amended: (y/n)

Motion Carried: <u>✓</u>	Vote: Unanimous: <u>✓</u>
Motion Failed: _____	Majority: _____
	Abstentions: _____

Virginia Fire Services Board

MOTION

Committee (check one): Fire Education & Training Fire Prevention & Control
 Finance Administration & Policy Virginia Fire Services Board

Date: June 2nd 2017

Motion made by: Committee or name: Bettie Reeves-Nobles

Second (if required): Lee Day

Signature of presenter of motion: Bettie Reeves-Nobles

MOTION TO:

Table indefinitely the actions of the
Committee in closed session waiting on
the update of the Fire Fire Structure Policy.

Amended: (y/n)

Motion Carried: _____	Vote: Unanimous: _____
Motion Failed: _____	Majority: _____
	Abstentions: _____

Virginia Fire Services Board

MOTION

Committee (check one): Fire Education & Training Fire Prevention & Control
 Finance Administration & Policy Virginia Fire Services Board

Date: 5/9/17

Motion made by: Committee or name: Chairwoman Reeves-Nobles

Second (if required): David Layman

Signature of presenter of motion: Peter Reeves-Nobles

MOTION TO:

Approve 3 Localities for a No cost 1 year extension
Prince George
Winchester
Montgomery

Amended: (y/n)

Motion Carried: <u>X</u>	Vote: Unanimous: <u>✓</u>
Motion Failed: _____	Majority: _____
	Abstentions: _____

VIRGINIA FIRE SERVICES BOARD

Friday, August 4, 2017

A regular meeting of the Virginia Fire Services Board was held at the Hampton Convention Center in Hampton, 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

Sean P. Farrell –Virginia Board of Housing & Community Development

Bettie Reeves-Nobles – General Public

James A. Calvert – Industry (SARA Title III & OSHA) Representative

David C. Hankley – Virginia Municipal League

Jeff Bailey - VA Chapter of the International Society of Fire Service Instructors

James D. Poindexter – Virginia Professional Firefighters Association

Dennis D. Linaburg – Virginia Chapter of the International Association of Arson Investigators

James “Robby” Dawson – Fire Prevention Association

BOARD MEMBERS ABSENT

James Stokely – Insurance Industry

Joseph F. Hale – Association of Counties

Bettina Ring – Virginia State Forester

AGENCY MEMBERS PRESENT

Brook Pittinger

Mohamed Abbamin

Brenda Scaife

Theresa Hunter

Dave Jolly

Erin Rice

Maketter Kelley

Tim Hansbrough

GUESTS PRESENT

Charlie Singleton

Larry Gwaltney

Jeff Flippo

Richard Harris

James Stumbo

William Lloyd

Scott Garber

Michael Matthews

Richard Burch

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 Chief of Training and Operations
- B. Report From the Training and Education Committee
- C. Unfinished Business
- D. 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 State Fire Marshal
- D. Report From The Codes and Standards Subcommittee
- E. Unfinished Business
- F. New Business

Administration, Policy and Finance Committee Business

- A. Report from Administration, Policy and Finance Committee
 - a. **ATL Policy Updates/Review** (*see draft*)
 - b. **Regional Fire Services Training Policy Update/Review** (*see draft*).
- B. Report From The Live Structure Committee
 - a. **Live Structure Application**
 - i. Fluvanna County Live Structure Application
 - ii. A/E Feedback Presentation
 - iii. Montgomery County Live Structure – *see PDF email*
- C. Report of Grants and Finance From the VDFP Chief Administrative Officer
- D. Unfinished Business
- E. New Business
 - a. Grayson County Fire and EMS Study Approval
 - b. **New:** City of Bristol Fire and EMS Study Request

- c. **New:** Nelson County Fire and EMS Study Request

Comments from the Chairman, VFSB

Full Board Business

- A. Unfinished Business
- B. New Business
 - a. FY18 Rules and Procedures Re-signing
 - b. FY18 Memorandum of Understanding Re-signing
 - c. November Board Meeting Date and Location
 - d. Nominees for Election/Etc.
 - e. Presentation of Award

PUBLIC COMMENTS

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

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 ACTING VDFP EXECUTIVE DIRECTOR

Brook Pittinger provided the following report;

Pittinger thanked everyone for their support during her tenure as the Acting Executive Director of VDFP. Mrs. Pittinger proceeded to provide the following update,

- **Focus on Mission:** Re-evaluating the Agency's mission and core business functions to ensure mission creep is eliminated. Also developing means to measure our success. Focus will be on training delivery and SFMO operations and business operations.
- **Re-engineering Agency's Business Practice:** We are pursuing to become more customer-centric which will allow us to refine our service delivery. The Agency intends to deliver what users/stakeholders want - so you are able to operate on a scale that is relevant to you.

- **Course Paperwork Reduction:** Students across the Commonwealth expressed frustration on the complexity of processes and the delayed speed of service in regards to course processing. We are finding innovative methods to reduce the total amount of paperwork burden imposed on stakeholders. This will speed up school processing thus delivering efficiency on time and resources utilized.
- **Train the Trainer Delegation:** The agency is exploring the delegation of Train-the-Trainer to localities.
- **New RMS:** The agency has met with several RMS vendors. Goal is to have RFP awarded by December 2017. New system will leverage technology to process schools more efficiently and reduce processing time, paper usage and staff time.
- **Chief Safety Officer:** Will be developing a robust safety program for DFP training and administrative activities.
- **Internal Auditor:** Greater separation of QA of business activities.
- **Improved Communication:** The Agency is successfully leveraging Constant Contact to help with pre-registration and other marketing efforts. For this Conference, VDFP was able to reach out to over 30,000 users like you on our FSTRS system
- **VFSB Funding Policy Modification:** The Board tasked the Agency to update the Aid-to-Localities and Regional Fire Services Grant Policies. The Agency's Staff has been working with the Office of Attorney General to ensure the funding policies continue to meet the intent of the Code of Virginia.
 - The Board tasked the Agency to update the Aid-to-Localities and Regional Fire Services Grant Policies. The Agency's Staff has been working with the Office of Attorney General to ensure the funding policies continue to meet the intent of the Code of Virginia.

Image Trend Presentation: Brenda Scaife, Tim Hansbrough and Brian McGraw provided the following update on Image Trend:

- The Virginia Department of Fire Programs has signed a contract with Image Trend to implement a new fire reporting solution for reporting fire incidents, recording fire code inspections and tracking agency equipment inventory. These core capabilities allow VDFP to achieve its mission of serving the citizens of the Commonwealth through enhanced and integrated technology. This expansion of technology also supports the Agency's vision of being the internationally recognized and trusted leader in providing timely and responsive fire and emergency services support to communities throughout Virginia. Ultimately, once optimization of the application is achieved, VDFP will improve its ability to educate and train first responders, better allocate resources for fire prevention and life safety education

through community risk reduction, and increase our ability to maintain oversight of statewide fire code enforcement.

See Enclosure 1 – Image Trend Presentation

Erin Rice provided the following update on the Line of Duty Act Changes:

- Significant changes were made to the Line of Duty Act (LODA) program during the 2017 General Assembly Session. [HB2243\(Jones\)](#) was introduced as the result of a comprehensive study of the program by the Joint Legislative Audit and Review Commission. This study made several recommendations to ensure the program is efficiently administrated and the program holds long-term financial stability. Effective July 1, 2017, the administration of the LODA program was shifted to the Virginia Retirement System (VRS) and VRS now makes all eligibility determinations for LODA benefits as well as issues benefit payments. The Virginia Department of Human Resource Management (DHRM) now administers the LODA Health Benefits Plans. VRS has developed a new website (valoda.org) with lots of helpful information to assist members of the Virginia’s fire services understand all the new procedures. This page has tutorials about how to submit a LODA benefit claim as well as links to all the necessary paperwork.

REPORT FROM THE DEPUTY EXECUTIVE DIRECTOR

N/A

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

Tim Hansbrough provided the following report:

Course Paperwork Reduction

- VDFP is working to finding methods to reduce the amount of course paperwork to speed up school processing.

Course Pre-registration

- Although VDFP implemented a pre-registration policy for programs in 2014, many localities are not completing it when hosting non-funded courses. This leads to complications such as students being allowed to attend courses which they are not qualified for (i.e. pre-requisites). The Agency is working on developing additional guidance for localities in regards to the pre-registration guidelines. Additionally, VDFP is developing guidance for programs that do not require prerequisites.

VDFP Instructor Uniform Policy

- VDFP has created a committee to redefine and update the uniform policy for VDFP Instructors. The Agency wants to promote consistency across the state as it relates

to delivery of training. The Training and Operations Branch has received several complaints within the last few months regarding unacceptable attire.

VDFP Training and Operations Manual

- The VDFP Training and Operations Manual is currently being updated. A copy will be provided to each Fire Services Board member for review and edit. The Board will also have an opportunity to host a discussion on the document prior to its final release.

Re-Test Guidelines went into effect on July 1, 2017

- **Written Testing:** Students will be granted a third and final attempt upon completion of the remedial training. The remedial training consists of at least 20% completion on required course hours. Training will be managed and validated by the AHJ.
- **Practical Testing:** Similarly, Students will be granted a third and final attempt upon completion of a practical skill. Students will need to wait a minimum of 10 days before being allowed for the final attempt. The third and final attempt would need to be completed within 90 days.

No-Show Guidelines went into effect of July 1, 2017

- Students who do not attend for a registered course or fail to appropriately notify their respective Division Office will receive a letter of notification which will be sent to their Fire Chief/ Department Head, etc. If the occurrence is continuous, the Division Chief will schedule a meeting with the Fire Chief/ Department Head to discuss further action.

Image Trend within Training and Operations

- VDFP Staff attended the ImageTrend conference in St. Paul, Minnesota. Chief Hansbrough is looking to use ImageTrend to not only capture VDFP response activities but to also capture accidents and injuries that occur during VDFP training.

Division Updates

Quality Assurance

The following is the status of the course development work:

- **Fire Officer Series** – The Officer I & II TtT & updates have been conducted in the Divisions. Based on those updates – the Agency has delayed sending out the program. However, the content will go out shortly for those who have completed the TtT. We are looking to conduct 1 more update in the Division 1 area during the later part of August or first part of September to wrap up the session.
- **Driver Operator Series** – The DPO and DOA Programs have been approved for release as of July 1, 2017. The agency is currently working to address each Division's need for TtT Updates and the respective schedule. Upon completion, the Agency will schedule the full TtT program.

- **MOU Process** – We currently have three localities that are working through the MOU process. VDFP is also working on developing a marketing campaign in an effort to educate Virginia’s Fire Service on the program.
- **Hazardous Materials Program Update** – The committee has met twice since the last Fire Services Board meeting. The committee completed a 2 ½ day update in Farmville on July 18th-20th with several outcomes:
 - a. The committee has chosen to stay with the printed material versus the use of the publisher material.
 - b. The updated program will continue to cover the same topic areas as the current version. The material is in compliance with the NFPA-1001 document.
 - c. The Committee will add some additional videos and updated PowerPoint slides.
 - d. They scenarios will be updated to align with the normal Engine Company response.
 - e. There will be some additional material on the Statewide Response Plan for Hazardous Materials.
- **Instructor Updates:** The Instructor updates are being scheduled to occur between August and December throughout the state. We will be scheduling at least two per division with a couple of divisions hosting three. The schedule will be posted in FSTRS, placed on the agency’s website and emailed out to all instructors.
- **Train-the-Trainers:** The Division is working on scheduling the Train-the-Trainers for each division for at least the next four to five months. This is being developed to address the division needs to deliver funded programs. This schedule will be posted no later than September 1st.
- **Constant Contact:** The Division has been working with the Marketing Division to develop an email list for all those listed in the FSTRS. By leveraging the Constant Contact application we have been able to create that master list and used it to notify over 30,000 users of the Virginia State Firefighters Conference. As a result we had record pre-registration for this year’s conference.

Division 1

- Chief Fugman (Division 2) is currently acting as the interim Division Chief for Division 1

Division 2

- No Report Provided

Division 3

- No Report Provided

Division 4

- Wise Regional School: Division 4 Chief is working on upcoming Wise Regional School scheduled for September 8th through the 10th 2017.
- Working on Haz-Mat Rewrite
- Completing training calendar for Fiscal Year 2018

Division 5

- Southampton County Regional School (5 courses to be offered: DMICO; EVOC TTT; MAYDAY RIT; ITR MOD 2; and EMS CEUs)
- Development of current distribution lists (Training Officers, Instructors/Adjuncts, HRFCA)
- Budget – review costs of schools for FY17 to plan for FY 18
- Completed - Camp Fury Hampton Fire collaboration July 17-21 – camp for Girl Scouts introducing public safety and fire service career opportunities for the girls; building character, confidence, and teamwork.
- Camp Fury Chesapeake will be Aug 7-11, 2017.
- MIRT Symposium planning for 2018 school
- Review 1005, 2014 Marine FF Curriculum
- Registrations for NFA Leadership in Supervision course – VA Beach; Sept 8-10, 2017.
- Pre-requisite Requirement Policy Committee
- Attending/supporting Virginia State Firefighters Association Conference Aug 2-5, 2017
- HTOG (Hampton Roads Training Officer Group) meeting to be held Aug 10

Division 6

- Division 6 has 32 classes in FSTRS for this budget year covering Funded, Non Funded, Partial Funded, and Reimbursable schools.
- Working with Chief Jolly to query locations for more updates for Driver Pumper and Aerial Updates for the Divisions.
- Attended the Joint Branch Meeting June 13th and 14th in Culpeper.
- Attended the Southwest Firefighters Convention on June 15-17 in Roanoke. Assisted the Association with AV setups for training classes. 175 firefighters attended training for a total of 306 hours.
- Completed Duty Chief Shift, June 26 to July 2.
- Completed Grant Review for Theresa Hunter for Training Grant on July 11 at Roanoke Fire Department.

Division 7

Special Projects:

- Officer I-IV Programs Completed, Officer I & II TtT's done throughout Commonwealth.
- NFA State Weekend Continuing Process.
- June 12 Completed Adjunct Instructor Interviews.

Events:

- June 28-Loudoun County Train Dedication (MetroRail),
- July 11 Gov McAuliffe signs Opt-In with FirstNet in Reston.

Technical Rescue:

- Reviewing the new NFPA 1006 standard and updating the core program areas. Estimated completion is January 2018
- Technical Rescue Program titling will go to Operations (Level 1) and Technician (Level 2) to align it with the NFPA 1006 and NFPA 1670 standard.
- ITR MOD 2 will revert back to 2 days with no vertical day, only low angle. This will begin in September 1st 2017. The vertical training day will be placed in the other ropes programs.
- PRO-Board HTR testing for 2017. The first is planned for the weekend after Rescue Week, September 30-October 1.
- Rescue week is September 25-29 2017. A flyer will be out in the next 2 weeks.
- Application fare is being accepted or SCT/SCS school scholarships between October 14-21 2017. A flyer will be out in the next 2 weeks.
- The Surface Water Level 1 and Surface Water Level 2 programs are being combined into one complete program (3 full days)
- Currently piloting our Swift Water Program. We should have the program out for general consumption in September 2017. The program will also be a combined program (4 Days).
- Machine Rescue is now a (2) day level 1/operation program.

ARFF: The ARFF program has scheduled 7 Aircraft Live Fire Training classes, 2 ARFF Certification classes, 4 Response to Aviation Accidents for First Responders classes, and will be supporting 1 Airport Emergency Drill this fall training session. The ARFF Chief will be attending the annual Aircraft Rescue Fire Fighter Working Group conference in September, continues to serve as a committee member of the Central Virginia Fire Chiefs Operations Committee Foam Work Group and the VDEM Flammable Liquid Work Group, and is working with Manassas Regional Airport, Manassas Fire & Rescue, and Leidos – a government contractor - regarding airport fire protection services at Manassas Regional Airport.

Total Programs per FSTRS for the Fiscal Year 2017 (Year End Totals)

	Entered in FSTRS for FY 2017 - Year End						
	Funded	Reimbursable	Non-Funded	Partially Funded	Courses Cancelled	Total Ended	Total Yearly Schools Run
Division 1	22	12	95	94	21	244	223
Division 2	34	0	63	122	26	245	219
Division 3	24	4	49	60	16	153	137
Division 4	44	0	4	15	18	81	63

Division 5	72	6	115	82	24	299	275
Division 6	40	9	39	57	18	163	145
Division 7	17	0	124	141	19	301	282
Q/A	17	2	8	0	20	47	27
NIMS	5	2	16	0	4	27	23
Tech Rescue	55	27	126	0	15	223	208
ARFF	21	3	4	0	3	31	28
VFMA	34	2	128	0	11	175	164
Totals	385	67	771	571	195	1989	1794

REPORT FROM TRAINING AND EDUCATION COMMITTEE

No meetings held since the June 2, 2017 Full Board Meeting.

Unfinished Business

NA

New Business

Topic: Virginia Fire Marshal Academy

Motion: N/A

Topic Discussion: In response to Stakeholder dissatisfaction on Fire Inspector School regarding the previously pursued curriculum modification ([see June 2 VFSB Meeting Minutes](#)) – the Agency provided the following response;

Re: Fire Inspector School (1031 Course):

Issue: In January 2017, the Virginia Department of Fire Programs suspended initial certification classes for fire inspectors, fire investigators, and basic law enforcement. The two primary factors driving this decision were the loss of administrative controls and concerns regarding the alignment of the curriculum with the most current edition of the NFPA 1031: Standard for Professional Qualifications for Fire Inspector and Plan Examiner, and NFPA 1033: Standard for Professional Qualifications for Fire Investigator. At the June 2017 Meeting, the VFSB adopted a short term action plan to facilitate the resumption of training in July 2017 understanding the State Fire Marshal’s Office had addressed the administrative issues and curriculum deficiencies. The Fire Inspector course was conducted July 10 – 28, 2017 in Hampton. VFSB Members relayed that they had heard negative feedback about the administration of this training class, more specifically the testing. The test for Inspector I was given on July 27 and Inspector II was given on July 28, 2017. Both examinations were 100 questions. Students and Instructors communicated that test questions included topics that were not covered during

class as well as not were not contained in the required reading material for the course.

Agency: State Fire Marshal, Brian McGraw indicated he spoke to students with the intent of being open, honest and transparent. McGraw further stated that if it were up to him, he would continue to halt VFMA training classes for one year to allow for the Agency time to address all the concerns. He indicated to the students that there were pressures on his office on developing and delivering the course in July 2017. As a result of that, there was a short-term action plan. According to stakeholders, this plan failed to meet the needs of their respective localities. While the long-term plan was to completely update the curriculum that was not feasible during the truncated timeframe. Therefore, students expressed concerns the exam covered material that was not covered in the actual curriculum.

Dave Jolly provided the following information;

- Curriculum and testing was delivered for both Inspector I and II. When test was created it, the test was modeled within the scope of VDFP training – 100 questions. However, students were misled on the quantity of questions. They were advised there would be 50 questions and were upset on test day to see a 100 question exam. After conduct a test analysis and removing questions that were appropriate, there was a 100% pass rate of Inspector I.

VFSB: Robby Dawson provided the following statement;

- **Material:** Dawson cited that material covered in class and in the required text were not consistent with the questions on the test. For example, the questions did not cover content covered during the class. In addition, there were concerns with the source of the material, use of reference material etc. Dawson expressed a desire to not only see the test questions, but to see the student evaluations. He would like to review and ensure the problems communicated by the students and respective agencies are corrected before the administration of the next Inspector Class in October 2017.
- **Grading:** Dawson further inquired about the competency/qualification of VDFP staff grading the test.
- **Open Book:** Lastly, Dawson cited that there are pro-board programs that are “open book.”

Vote: N/A

Motion Action: N/A

REPORT FROM THE DEPARTMENT OF FORESTRY

Bettina Ring, State Forester provided the following report;

Dry Hydrant Program: The contractor (Silver Creek, Inc - Ric Eck) was involved in a vehicle accident that “totaled” his excavator and equipment trailer. Following a delay of about one month, the contractor has replaced the equipment and is working to complete the FY 2017 projects. Just as soon as the FY 2017 projects have been completed, he will immediately begin the projects approved for FY 2018.

- The total project work will include the following:
 - FY 2017 – 32 New Installations with 14 Repairs.
 - FY 2018 – 25 New Installations are planned, along with 2 Repairs.

Western US Wildfire Support: VDOF has deployed a total of 37 personnel so far this summer to support the western fire season. Agency firefighters and incident management personnel have provided assistance on 9 different western wildfires in 6 different states.

Agency Strategic Plan: The VDOF is beginning an effort to revise and develop our agency strategic plan. Our first step in the process is to survey our agency employees along with all agency partners to help gather input on what we do well, those areas in which we need to improve, the challenges we face and the opportunities that we have yet to even consider. The Virginia fire service has already been included in the survey process and more information will certainly be forthcoming from the State Forester as this effort continues.

REPORT FROM THE STATE FIRE MARSHAL’S OFFICE

State Fire Marshal Brian McGraw provided the following report;

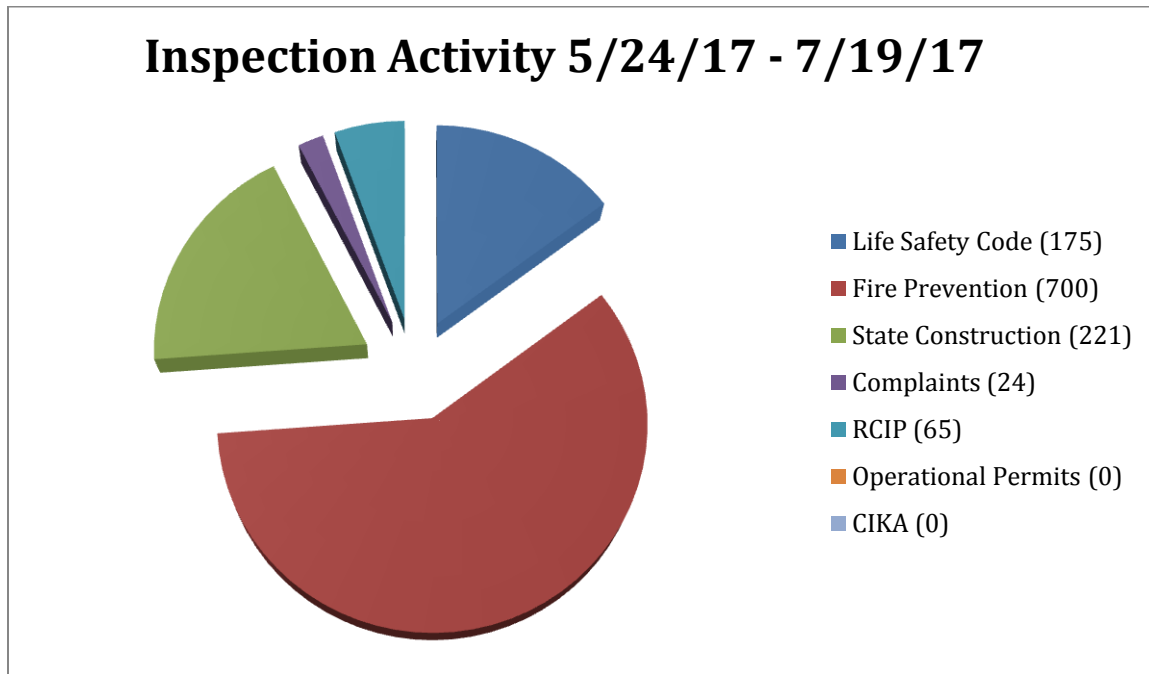
Fire Fatalities: As of July 24, 2017, there have been 37 civilian home fire fatalities in the Commonwealth of Virginia.

Civilian Home Fire Fatalities: May 27, 2017 – July 24, 2017

Incident Date	Location	Gender	Age	SFMO Region
5/29/17	Grundy	Male	75	SWRO
6/26/17	Nottoway County	Male		CRO
7/3/17	Petersburg	Female	58	CRO
7/5/17	Staunton	Male	67	WRO
7/7/17	Henrico County	Male Male Female Female	25 7 2 1	CRO
7/15/17	Chesapeake	Female Unknown Unknown	61	TRO
7/15/17	Chase City	Female	65	CRO
5/29/17	Grundy	Male	75	SWRO
6/26/17	Nottoway County	Male		CRO
7/3/17	Petersburg	Female	58	CRO
7/5/17	Staunton	Male	67	WRO

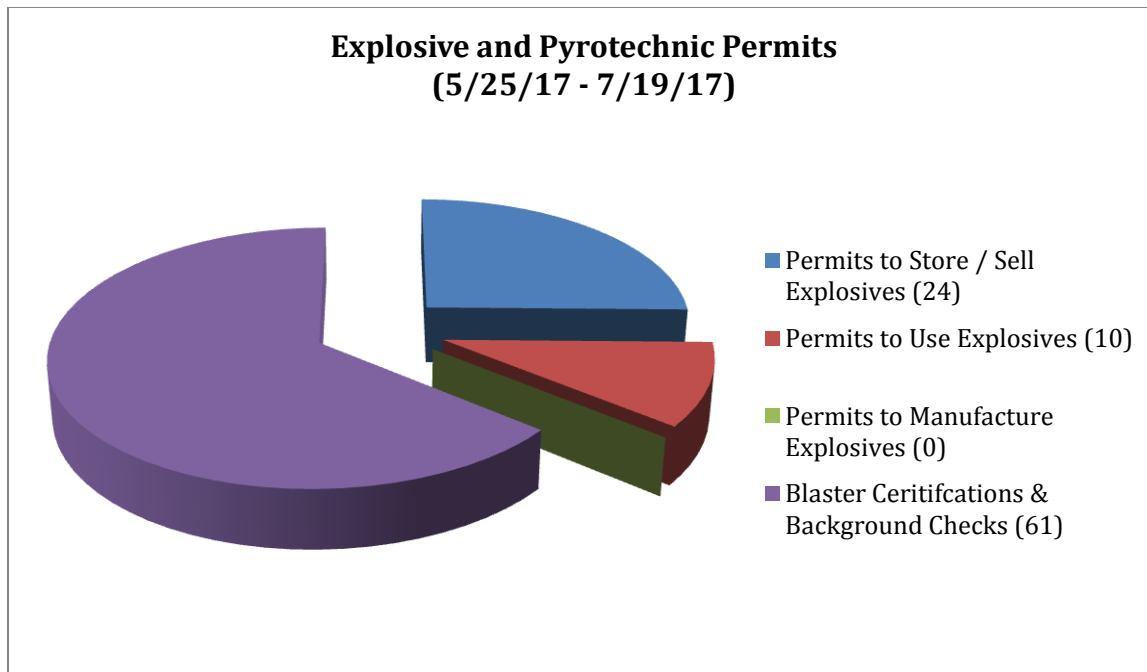
7/7/17	Henrico County	Male Male Female Female	25 7 2 1	CRO
7/15/17	Chesapeake	Female Unknown Unknown	61	TRO
7/15/17	Chase City	Female	65	CRO

Inspection Activity: The SFMO completed 1,185 inspection activities between May 25 and July 19.



Explosive & Pyrotechnic Permits:

Between May 24 and July 19, 2017, the SFMO issued 34 explosives related permits and 61 Blaster and Pyrotechnician certifications.



Personnel Updates:

Fire Marshal Supervisor Brett Williams retired from the State Fire Marshal's Office effective July 10, 2017. Brett supervised the Tidewater Regional Office in Hampton and served the Citizens of the Commonwealth for 20 years.

Fire Marshal Manager Steven Sites was selected to fill the vacant Compliance Officer position at Headquarters. Steve has been with the SFMO for nine years and has managed the Northern Regional Office in Culpeper for the last three years. Steve's promotion was effective June 25, 2017.

Activity Report: The following selected items from SFMO Weekly Reports since the June 2, 2017, 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.

- SFM McGraw, DSFM Reynolds and several SFMO staff attended the Virginia Fire Prevention Association (VFPA) Spring Conference in Virginia Beach from May 22 to 24. Chief Carter provided a VDFP update and SFM McGraw provided updates on SFMO and VFMA activities.
- Staff was contacted by the Louisa County Building Official on Tuesday, May 23 regarding fire code violations at the North America Tire Recycling facility located in Louisa County. The Building Official had completed a structural stability inspection of the facility, which was damaged by a fire the previous night. Staff met the Building Official on site but could not conduct an inspection due to unsafe conditions. The owner was advised to contact the SFMO for an inspection immediately after power had been restored to the building.

- Staff investigated a complaint regarding a fire alarm system in need of maintenance at the Super 8 in Fort Chiswell on May 25. A site visit revealed a trouble on the system and no record of system inspection and testing. A notice of violation was written and issued to the owner and manager.
- SFM McGraw, DSFM Reynolds, and CRRC Rice attended the NFPA Conference and Expo in Boston, MA, June 4 – 7. There were many good training sessions to choose from. SFM McGraw attended sessions on CRR, risk-based inspection programs, fire investigation, and fire research. DSFM Reynolds focused on Life Safety Code and Health Care related sessions and CRR Rice focused on CRR and FLSE related sessions. There were 13 NFPA codes and standards, including NFPA 99 and 101, that required action by the membership during an 11 hour marathon Technical Session on Wednesday during which proposed changes were debated and voted on.
- Staff investigated a fire prevention complaint between June 1 and 6 concerning fire access roads in Caroline County. The complaint was received from the Caroline County Fire Chief stating that access to residences along Gaylen Lane was obstructed by logs. A site inspection revealed the complaint to be valid. Research revealed that the existing lane crosses multiple properties. Contact was made with the responsible property owner who stated that he would not remove the logs because the existing lane was located outside the designated easement. On June 6 the responsible property owner used excavation equipment to make the existing road impassable. Contact was made with the Zoning Code Administrator to request that they pursue legal action under the Zoning Ordinance. A notice of violation under the SFPC has been drafted.
- Staff responded to a complaint of a fire in a gas dryer in the laundry room at Salem's Richfield Health and Rehab on May 25. The sprinkler company was doing a quarterly inspection with the fire alarm system off line, which allowed the fire to grow. The sprinkler system did activate. The local fire department extinguished the fire.
- Staff provided oversight at a blasting site in Ruckersville on June 8, 9 and 13. A violation related to the minimum required separation between a vehicle carrying explosives and the blast site was observed. A Notice of Violation was issued.
- Two staff attended a Fire Marshal tour of Phase 2 of the Dulles Corridor Metrorail Project on Wednesday, June 14.
- Staff provided oversight of fireworks display at Claytor Lake Park on Saturday, June 10. No issues were noted.
- Staunton Fire Department notified SFMO of a fire sprinkler activation in a patient room at Western State Hospital on June 9. Staff confirmed with the facility that a

fire watch had been established and staff was notified once the sprinkler system was back in service. A follow-up visit will be made on the sprinkler activation incident.

- Staff was notified by the Fire Chief of the Lovingston Volunteer Fire Department (Nelson County) of a fire alarm system activation at the La Michoacana Restaurant and Bar in Lovingston. Staff determined through discussions with local Building Official and Zoning that this facility should be classified as a nightclub. Staff conducted a fire code inspection, issued a Notice of Violation, and apprised the owner that the facility would need an annual state compliance inspection and advised of the fee schedule.
- Staff received a report of a VCU Dormitory that does not have smoke alarm in the sleeping rooms. Since the dorm in question is a Foundation building, the City of Richmond was the authority having jurisdiction for the construction of the building. A site visit was conducted on June 15 and the complaint was determined to be valid. A Notice of Violation was issued. VCU ordered 400 smoke detectors and developed a plan with maintenance for installation over the weekend. The building is currently fully occupied as it is a 12-month dorm.
- Staff assisted the Virginia State Police and the City of Harrisonburg Fire Marshal's Office with a fire investigation at James Madison University Delta Gamma Sorority residence hall on June 19 and 20. A fire originated in the kitchen area off the lower level lounge around 3:50 PM. The building was under renovation and was only occupied by five construction workers at the time of the fire. There were no injuries reported. The kitchen and lounge has direct fire damage. There is smoke damage throughout the building. Combustible materials were stacked on the electric range burners and it is believed that a burner control knob was turned to the on position. The cause of the fire is being listed as accidental.
- Staff observed a fire code violation while conducting an RCIP inspection at Bo's Express in Luray on June 15. The documentation for the commercial cooking hood fire suppression system indicates the last inspection was completed in 1999. Additionally there was no current documentation for the last hood cleaning. The owner was directed to immediately stop all cooking that produces grease laden vapors. The Page County Building Official was notified. A NOV was issued to the owner.
- Staff conducted fire prevention code inspections of a sampling of rental cabins at Douthat State Park in Millboro on June 15 in response to a request from the Director of the Bureau of Capital Outlay Management (BCOM). The request stemmed from a fire in an electrical panel in a cabin in the park. No violations or conditions of immediate concern were noted. BCOM and Park Staff were advised to notify Virginia State Police to request an origin and cause investigation.

- CO Sites attended a Fireworks Risk Demonstration coordinated by the Hampton Roads Fire Marshals, Fire Chiefs and Tidewater Fire Educator Network at the Virginia Beach Fire Department Training Center on June 28. This event was for news media to promote the dangers of illegal fireworks.
- DSFM Reynolds participated in a VDEM sponsored Mass Care Task Force “Virtual Meeting” on June 29. The Task Force is concerned with providing assistance and guidance to state and local emergency shelters, as they prepare a standard of care to shelter occupants experiencing different health challenges and needs.
- A complaint regarding illegal fireworks sales in Lovingston (Nelson County) was received on June 30. CO Sites, with assistance from Virginia State Police, conducted a site visit on Saturday, July 1, and determined the complaint to be valid. The owner of the fireworks tent was completely cooperative and surrendered the illegal fireworks. A Notice of Violation is being provided to the owner, who was warned that subsequent violations would result in criminal charges being filed.
- CO Sites provided inspection and oversight of an aerial fireworks display at the VMI – New Market Battle Field on Monday, July 3. No issues were observed.
- SFM McGraw provided inspection and oversight of an aerial fireworks display at First Landing State Park on Tuesday, July 4. Issues regarding perimeter security were addressed.
- Staff assisted Old Dominion University with obtaining a Certificate of Occupancy for an existing child care facility. A certificate of occupancy had never been issued by BCOM for this facility and the Department of Social Services advised that their operating license would not be reissued without a certificate of occupancy.
- DSFM Reynolds and CRO Staff attended a meeting at Hampden-Sydney College in Prince Edward County on July 12 to review protocols for fire department response to fire alarms on campus and violations identified during the recent fire prevention code inspection.
- SFM McGraw spoke at the Institutes of Higher Education (IHE) Fire Safety Symposium in Richmond on Friday, July 14. He provided an overview of the SFMO and reviewed provisions of the Code of Virginia and SFPC that define the SFMO’s authority to enforce the SFPC in all state buildings and structures, including colleges and universities. Recommendations regarding best practices for food trucks, tents, and other issues were discussed.
- CO Sites investigated an explosives use complaint in Fluvanna County on July 6. The anonymous complainant stated explosives were being used at a property outside of Scottsville. A site inspection at the reported address revealed no evidence of explosives use. Multiple residents in the area were interviewed with no one having

knowledge of explosive sounds or vibrations since hearing fireworks in the area on July 4.

- Staff investigated a complaint of improperly maintained life safety equipment at Mountain Lake Lodge in Giles County on July 10. A site visit and review of inspection records revealed a number of issues that need to be addressed. An inspection report has been issued and the facility is working to correct the deficiencies.
- Staff investigated a complaint at the Howard Johnson Motel in the North Lexington area of Rockbridge County on July 6. Numerous fire code violations were observed. A fire watch was initiated for several hours until the operational status of fire protection systems could be confirmed. Staff worked with the property manager and their fire protection contractor to determine the status of fire pump and fire sprinkler system. The systems were determined to be operational, but with no records or information of current testing. Other violations noted include fire alarm system in alarm/trouble, stairway doors propped open, emergency illumination lights not working, and EXIT signs not illuminated. Consulted with WRO Manager and SFM regarding compensatory and corrective actions. Notified the County Emergency Preparedness Director regarding this complaint. Notice of Violation issued to facility.
- Staff investigated a complaint at the Virginia International Raceway in the Alton area of Halifax County on July 6. No violations were observed. Staff communicated with the Owner and Track Emergency Director regarding this complaint. A fire inspection report was issued to facility with no violations noted.
- Staff investigated a complaint regarding blasting operations on a lot next to 147 Shavers Farm Road in the Troutville area of Botetourt County on July 11. A site visit revealed no violations of the SFPC at this time. Staff met with the Blaster, who informed staff that the scheduled blast would be canceled due to not being able to perform a pre-blast survey of the house in question. The blast will be rescheduled for a later date. Staff met with the Complainant and provided blasting education reference materials.
- SFM McGraw and other VDFP Staff attended the ImageTrend Conference in St. Paul, MN, from Tuesday, July 18, through Friday, July 21. Conference sessions provided insight into setting up our new inspection tracking system and data analysis tools for inspections and fire incidents. A meeting was held with Virginia Stakeholders that currently use ImageTrend to seek input on how state and local level entities can work together on ImageTrend issues.
- CO Sites provided oversight for a blasting operation at Luray Caverns in Page County on July 17. Blasting is being conducted to support the creation of a tunnel to provide persons with disabilities access to the caverns. The tunnel will be 14 feet

wide by 14 feet high and 100 feet long with a total depth from at grade to cavern floor of 70 feet. The project is projected to last until the end of November with blasting three to four days a week. The Cavern owners are receiving Federal funding initiatives for the project with a deadline for completion by December 31, 2017. The caverns receive the highest volume of visitors during the summers months, which influenced the decision to keep the caverns open during normal operating hours. Due to safety considerations, it was agreed by all stakeholders that the caverns must be unoccupied before explosives can be used. As a result, shot typically will not occur until approximately 8:30 PM.

- NRO Staff attended the Dulles Corridor Metrorail Project Phase II Fire and Life Safety Committee meeting in Herndon on July 19.
- NRO Staff provided oversight of Flame Effects use during a music video production at George Mason University from July 19 to July 20.
- Staff provided a presentation to 65 Montgomery County Public Schools employees regarding common violations in schools on July 13.
- Staff provided a program to maintenance staff at Carilion New River Valley Medical Center on recent changes in the Life Safety Code affecting Health Care Facilities on July 18.
- Staff provided a presentation to Scott County School Principal's at their in service training on July 19. The presentation was to educate and empower principals on how to prevent maintenance and life safety violations for safer schools for Scott County.

Community Risk Reduction

- Erin Rice attended a State and Local Workshop on June 15, 2017 sponsored by the Virginia Department of Health Injury and Violence Prevention Program and the U.S. Consumer Product Safety Commission (CPSC). This Workshop provided a forum for professionals to present and share injury prevention initiatives throughout the state. Erin Rice provided an update on the community risk reduction initiatives lead by the State Fire Marshal's Office and the future initiatives planned for this fall. This was a great educational and networking opportunity.
- CRRC Erin Rice attended the Virginia Housing Commission's Neighborhood Transitions and Residential Land Use Workgroup Meeting on July 12. Among other things, the Workgroup discussed the state statutes and regulations governing the installation and certification of smoke alarms and carbon monoxide detectors. The Virginia Association of Realtors and the Northern Virginia Apartment Association expressed a need for consistent standards and the enforcement of local ordinances governing the placement of smoke alarms in buildings containing one or more dwellings. The Virginia Municipal League expressed concerns with removing the

localities ability to adopt local ordinances they deem important within their jurisdictions and expressed skepticism regarding enforcement of different standards across jurisdictions on the proper placement of smoke alarms. Most local ordinances adhere to minimum standards outlined in NFPA 72, the *National Fire Alarm Code*. However, the most problematic item being advocated by the Apartment Association is the concept of certified testing of properly installed and functioning smoke alarms by the private sector. The Fire Service expressed a concern that this certification must be conducted by individuals sufficiently credentialed to do so. There appears to be a desire by property managers to allow private (non-fire department) individuals to conduct this testing. A legislative proposal is being drafted by the Virginia Association of Realtors and it will be shared with CRRC Erin Rice for review. This proposal will be discussed further at the September Workgroup Meeting.

- CRRC Erin Rice joined Acting Executive Director Pittinger and Division 5 Chief McAndrews at Camp Fury Hampton on July 18. CRRC Rice spoke to the 23 participants about fire escape planning, the need for residential sprinklers and serving as a woman in Public Safety. She also attended the graduation ceremony in Hampton on July 21.

Virginia Fire Marshal Academy:

- A Fire Inspector Test Bank Validation Workshop was held at VDFP HQ on June 27 and 28. The workshop reviewed the 2014 version of the test bank to ensure that test items conform to the JPRs and the VFMA curriculum.
- Fire Inspector School 18-01 started in Hampton on July 10 with 22 students representing Hampton, Norfolk, Portsmouth, Suffolk, Chesapeake, Virginia Beach, Franklin County, Hanover County, Gloucester County and the Town of Chilhowie.
- Acceptance Letters were sent to 24 applicants for Fire Investigator School 18-01 that will start in Lynchburg on Monday, August 7. The students represent Bedford County, Suffolk, Chesapeake, Amherst County, Henrico County, Hanover County, Prince William County, Norfolk, Lynchburg, Virginia Beach, Fairfax City, Loudoun County, Portsmouth, Hampton, and Virginia State Police.
- A Fire Investigator Test Bank Validation Workshop was held at VDFP HQ on July 25 and 26. The 2014 version of the test bank was reviewed to ensure that test items conform to the JPRs and the VFMA curriculum.
- Applications are currently being accepted for the VFMA Basic Law Enforcement School that will be held at Fort Pickett from September 12 through November 17. The application deadline is August 9. The class is limited to 30 students.

- The next Fire Inspector School is currently being planned for October 16 – November 3 in Charlottesville.

REPORT FROM THE CODES AND STANDARDS SUBCOMMITTEE

Code Subcommittee is working on various code related content. [See minutes and enclosures](#), as published.

UNFINISHED BUSINESS

N/A

NEW BUSINESS

N/A

ADMINISTRATION, POLICY AND FINANCE COMMITTEE BUSINESS

The Committee held two separate meetings. The first meeting was held on Thursday, July 20 at VDFP HQ. [See Minutes](#).

The second meeting was held on Friday, August 4 at 9am, before the start of the full board meeting at Hampton. [See Minutes](#)

Below are the minutes and the full board's votes on policy modifications for Aid to Localities and Regional Fire Services Training Grant.

Topic: ATL Policy Updates/Review

Motion: Motion to accept the modified ATL Policy Document.

Topic Discussion: The board reviewed the modifications made to the Aid to Localities Policy Document.

As cited on the [Committee's minutes from Thursday, July 20](#), a discussion ensued regarding denial notice and the review process which allows for an appeal. Relevant localities (i.e. localities that have been denied ATL Grant) will submit an appeal to the Board. Committee Members made a recommendation to include "Review of ATL Denial Notice" as a standing item for the Administration, Policy and Finance Committee. In absence of the committee, the topic will be discussed/reviewed at the Full Board.

See Enclosure 2 – Approved Aid to Localities Updated Policy (August 2017)

Section 2 – Definition of Terms:

“Annual Report” means the document that jurisdictions are required to submit to VDFP which reports on the use of the funds allocated to the jurisdiction for the previous year. Jurisdictions also provide a completed Fire Programs Fund Disbursement Agreement form in accordance with Code of Virginia [§ 38.2-401.B](#).

“Fiscal Period” means the Commonwealth’s fiscal period which begins on July 1st and runs through June 30th of the next calendar year, *e.g.*, July 1, 2017 through June 30, 2018 is FY18.

“Reporting Period” means the 12 month period that is documented in the jurisdiction’s annual report.

Section 5 Updates:

See below for a highlight of revisions;

Section [§ 38.2-401.B](#) requires jurisdictions to satisfactorily complete and submit timely two (2) documents to VDFP annually before the jurisdiction is eligible for the ATL allocation:

A. An Annual Report in which they must report to the Agency on the prior year’s ATL usage:

- Cash carry forward from previous funding years (if applicable);
- Current ATL funding for the year being reported;
- Interest earned on the ATL funds (if applicable);
- Qualifying expenditures for the current funding year being reported ;
- Cash carry forward balance into future reporting years (if applicable);
- Tentative spend plan for carry forward balances (if applicable).

If, at the end of any annual reporting period, the eligible jurisdiction has not submitted to VDFP a satisfactory Annual Report and a complete Disbursement Agreement form, any ATL funds due to that locality for the next year shall not be allocated to the locality. The allocation shall be retained in the Fund.

Beginning with the FY2015 funding year, accounting documentation (such as General Ledger reports, bank statements, or detailed spreadsheets) must be maintained by the jurisdiction for audit purposes.

B. A Disbursement Agreement for ATL funds presently allocated to receive.

Forfeiture: Jurisdictions that fail to submit annual documents shall forfeit the allocated amount. Such amount is retained in the Fund for distribution to localities in the next allocation cycle. Funds are made available on July 1 of the current fiscal year funding cycle and are available for collection by the locality until June 30 of the same fiscal year.

Example: For example, funds made available July 1, 2015 for the FY2016 funding cycle will be available for collection by the jurisdictions until June 30, 2016.

Section 6 – Disbursements from the Fund

2: ATL Allocation period Defined – Funds received each June 30 from SCC are used for ATL in the fiscal period beginning July 1st.

Illustrative Example: For FY16 the SCC collects from the insurance industry the levy by March 1, 2017. These collections are transferred into the Fire Programs Fund by June 30, 2017. On July 1, 2017 these funds will become FY18 ATL.

#8: Review Process - Inquiries regarding the use of ATL funds are to be sent to VDFP Budget and Grants Manager for review and consideration. VDFP will make an evaluation of the inquiry considering [§38.2-401](#) of the Code of Virginia and the most current ATL Policy. VDFP will provide a provisional decision to localities via certified e-mail. Review of ATL Denial Notice will be added as a standing item for the Administration, Policy and Finance Committee to enable localities denied use of funding to present their request for reconsideration.

- Localities may seek FSB review of the Agency’s provisional decision(s) about the allowable use of ATL funds.
- Localities shall provide a notice of review to VDFP’s Budget and Grants Manager within 30 calendar days from receipt of the e-mail correspondence. Failure to submit a notice of review will render VDFP’s provisional decision final. Upon receipt of a notice of review, VDFP will notify the locality of the next scheduled Administration, Policy and Finance Committee and/or VFSB meeting, encouraging the locality to be present to discuss its review request. If the next VFSB meeting occurs in less than seven (7) business days, the review will be scheduled for the following VFSB meeting.
- **Major change:** Localities will have only one year to get reports in before forfeiting funds. They will receive their full payment upon submitting their annual documents.

Vote: Unanimous

Motion Action: Motion Carries.

Topic: Regional Fire Services Training Facilities Policy Update/Review

Motion: Motion to accept the modified Regional Fire Services Grant, pending OAG approval.

Topic Discussion: As cited on the August 4, 2017 [Administrative Policy and Finance Committee's minutes](#) – the Members reviewed the Regional Fire Services Grant, below are some of the changes made.

Application Period

As funds are made available each fiscal year by the Board, the annual application period shall be from July 1 through September 1.

Completed applications must be postmarked by September 1

6: Funding Criteria and Proposal Review

Funding Formula: The funding distribution formula of 50/50 with will be considered the standard application. Funding may be considered using an 80/20 formula if a hardship can be shown and justification is included. A request for a 100% funding formula will be considered an extreme hardship and must be adequately justified. This will only be considered in exceptional circumstances.

Funding Criteria: The review of Regional Fire Services Grant funding requests shall be based on the following criteria (listed in no prioritized order):

- Number jurisdictions involved
- Availability/Proposal of matching funds
- Regional training impact
- Previous grants requested and/or awarded
- Proper/Complete application and supporting documents
- Timeliness of application
- Financial and/or training program impact if grant not awarded
- Number of training programs affected
- Demonstrated need

#7: Evaluation

The VFSB Chairman will appoint a workgroup, to include VDFP Staff, to evaluate applications based upon developed quantitative scoring criteria that measure the substance of the application and supporting documentation relative to the objectives of the grant program. Application submissions will be evaluated by the Administrative, Policy and Finance Committee. The application will then be forwarded to the Board for final approval. The determination of eligibility and that of any potential amount or other conditions shall be consistent solely with guidance and practices contained within this or any successor document.

Quantitative Scoring Criteria

Grade 1 – High: Request is immediate, alternative funding sources exhausted or unavailable; the need is of the highest priority with the greatest negative impact to citizens and communities served.

Grade 2 – Medium High: Request is slightly high, alternative funding is limited or delayed; the need is strong a priority with a somewhat significant adverse impact to citizens and communities served.

Grade 3 – Medium: Request is moderate, local funding is available in the future; the project can be delayed, the need is moderate with a threat to the citizenry or communities.

Grade 4 – Low: Request is minimum, local funding is available, the need is not immediate, the project can be delayed and there's little to no impact on the citizenry or communities.

Grade 5 – Very Low: Request is not a need, funds are available, other resources are available, there's no impact on the citizenry or communities or failure to submit a complete application package.

9: Term of Grant

The grant term shall not exceed twelve (12) months from the date of award notification without approval from the Agency and/or the Board.

See Enclosure 3 – Regional Fire Services Training Grant – Draft *(note, the draft has not been reviewed by the OAG's office yet. Upon review/approval, VDFP will publish the document).*

Vote: Unanimous

Motion Action: Motion Carries

REPORT FROM THE LIVE STRUCTURE COMMITTEE

Topic: Fluvanna County Live Structure Application

Motion: Approve the construction of Prototype 1 Burn Building for Fluvanna County with a funding of up to \$480,000.

Topic Discussion: Fluvanna County Live Structure Application

Vote: Unanimous

Motion Action: Motion Carries

See Enclosure 4 – Fluvanna County Live Structure Application

Topic: A/E Feedback Presentation

Motion: N/A

Topic Discussion: At the May 2017 Live Structure Committee meeting, Hughes Associates / Stewart-Cooper-Newell Architects (SCN) was tasked with reviewing the NFPA 1001 requirements for Firefighter I and II to understand the minimum requirements for a Live Burn Structure and assess these requirements in light of the current prototypes and public stakeholder comments also received at the May meeting. The goal was to make recommendations for changes that might be made to the prototypes to better align the costs and the grant budget.

Below is a summary of the findings;

1. A/E reviewed how FF1 and FF2 JPR requirements align with the Live Training Structure Building components.
2. NFPA 1001 provides very general guidance that can be interpreted to require certain physical facility requirements. Please see the attached report for more information.
3. The current prototypes are generally acceptable, however, for the VDFP Grant Award to cover 100% of the building construction cost, either a scope reduction to the training facility would be required or the Grant amount would need to be increased.
4. One option of reducing the building construction costs would be eliminating the thermal liners on the sacrificial walls. If these liners are removed it is anticipated that the sacrificial walls would need to be replaced every 4 to 5 years. However, if the building is inappropriately burned, controlled or maintained then removing the thermal liners is not recommended.
5. Discussion ensued on how to review and govern the operations of the Training Structures, i.e., adequate inspection program, temperature monitoring, oversight during training operations etc.

See Enclosure 5 – A/E Presentation and Report on Assigned Tasks

Vote: N/A

Motion Action: N/A

Topic: Montgomery County Live Structure

Motion: N/A

Topic Discussion: The A/E reviewed the email regarding Montgomery County's new facility. The Board approved the Fire Facilities' drawings based on the recommendations from the A/E such as;

- a. That the drawings produced by Fire Facilities, Inc. labeled "Christiansburg, VA" are generally compliant with the intent of the VDFP requirements policies.
- b. Fire brick is to be provided in Burn Rooms #1, #2 & #3
- c. Burn Room #3 is allowed to be approximately 122sf. instead of the program criteria of 144sf. minimum.
- d. The thermal liners on the exterior walls above the windows will not be required.
- e. Rappel anchors on the building are required to be rated to a minimum of 10,000 lbs.

Upon review of Montgomery's request and the A/E's evaluation, the board proceeded to grant the County an additional 10,000 pounds.

Vote: N/A

Motion Action: N/A

REPORT FROM THE VDFP CHIEF ADMINISTRATIVE OFFICER

Brenda Scaife provided the following report;

1. FY18 Live Structure Budget as of July 24, 2017

Carried forward Balance from FY17	\$1,984,704
FY18 Annual Appropriation	\$975,000
Total FY 18 Cash Available	\$2,959,704
Cash on hand 5/25/17	\$ 2,959,704
Unobligated	\$1,116,899

2. FY18 Aid to localities as of July 24, 2017

Funds Released	0	0%	\$0	0.0%
Total Funds Not Released	323	100.0%	\$27,801,631	0.2%
ATL Total	323	100.0%	\$27,801,631	100.0%

3. FY17 Aid to localities as of July 24, 2017

Funds Released	271	83.9%	\$ 24,835,994	91.9%
Total Funds Not Released	52	16.1%	\$ 2,198,046	8.1%
ATL Total	323	100.0%	\$27,034,040	100.0%

See Enclosure 6 – Finance Liaison Report

REPORT FROM THE LIVE STRUCTURE COMMITTEE

The Live Structure Committee did not have a meeting since the last full board meeting.

UNFINISHED BUSINESS

N/A

NEW BUSINESS

Topic: Grayson County Fire and EMS Study Review/Approval

Motion: Motion to approve the Grayson County Fire and EMS Study request.

Topic Discussion: The board members approved the release of the Grayson County Fire and EMS Study.

Vote: Unanimous

Motion Action: Motion Carries

Topic: City of Bristol Fire and EMS Study Request

Motion: Motion to approve the request for Fire and EMS Study from the City of Bristol.

Topic Discussion: The board approved the request. Chairman Bailey requested board members to email him if board members are interested in participating on the study.

Vote: Unanimous

Motion Action: Motion Carries

Enclosure 7

Topic: Nelson County Fire and EMS Study Request

Motion: N/A

Topic Discussion: The board revisited the Nelson County study request. From the VFSB, the following will be participants; Lee Day, Jeff Bailey and Dave Layman will cover this study. No need to re-vote on the request.

Vote: N/A

Motion Action: N/A

Enclosure 8

COMMENTS FROM THE CHAIRMAN

Chairman Bailey thanked everyone for their attendance. The Chairman acknowledged guests and Chief Mr. Sturdivant.

FULL BOARD BUSINESS

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

Topic: FY18 Rules and Procedures Re-signing

Motion: Motion to approve and sign the updated Rules and Procedures.

Topic Discussion: Approved and signed.

Vote: Unanimous

Motion Action: Motion Carries

Topic: FY18 Memorandum of Understanding Re-signing

Motion: Motion to approve and sign the updated Memorandum of Understanding.

Topic Discussion: Approved and signed.

Vote: Unanimous

Motion Action: Motion Carries

Topic: November Board Meeting Date and Location

Motion: N/A

Topic Discussion: There was a discussion to host the next full board meeting in Southwest, Virginia.

Vote: N/A

Motion Action: N/A

Topic: Nominees for Election/Etc.

Motion: Motion to accept Walt Bailey as Chairman and Dave Layman, as the Vice Chairman of the Virginia Fire Services Board.

Topic Discussion: The board voted for Walt Bailey as Chairman and Dave Layman, as the Vice Chairman of the Virginia Fire Services Board.

Vote: Unanimous

Motion Action: Motion Carries

Topic: Presentation of Award

Motion: N/A

Topic Discussion: The Board presented former, Executive Director of VDFP, Melvin Carter with a plaque for gratitude.

Vote: N/A

Motion Action: N/A

ADJOURNMENT

The Board adjourned at 11:15am.

Clerk of the Committee

Mohamed G. Abbamin

REVIEWED BY:



Friday, August 4, 2017

Brook Pittinger
Acting Executive Director

Date

Enclosures:

1. See Enclosure 1 – Image Trend Presentation
2. See Enclosure 2 – Approved Aid to Localities Updated Policy (August 2017)
3. See Enclosure 3 – Regional Fire Services Training Grant - Draft
4. See Enclosure 4 – Fluvanna County Live Structure Application
5. See Enclosure 5 – A/E Firm Findings and Presentation Report
6. See Enclosure 6 – Finance Liaison Report
7. See Enclosure 7 – Bristol Fire and EMS Study Request
8. See Enclosure 8 – Bristol Fire and EMS Study Request

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	112,500
PRINCE GEORGE- New FY16	480,000	225,000	-
	<u>1,440,000</u>	<u>900,000</u>	<u>112,500</u>
<i><u>Burn Building Renovation / Repair Projects</u></i>			
AUGUSTA County (repair) New FY16	14,214	14,214	-
SPOTSYLVANIA County (repair) New FY17	7,795	7,795	7,795
BLACKSTONE (renovation) New FY17	61,230	61,230	-
	<u>83,239</u>	<u>83,239</u>	<u>7,795</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	50,000
ACCOMACK County (Vehicle Prop) - FY17	30,500	29,250	29,250
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	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	43,077	43,077
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	29,250	29,250
MARTINSVILLE City (Compressor) - FY17	20,000	9,909	9,909
NEWPORT NEWS City (Vehicle Prop) - FY17	50,000	50,000	50,000
ROANOKE City (Training equip.) - FY17	15,000	15,000	-
	<u>641,909</u>	<u>618,295</u>	<u>420,195</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	15,016
DFP (DIRECT) BBldg Supt - Mobile Burn Cells	0	0	-
	<u>500,000</u>	<u>150,000</u>	<u>15,016</u>
NEW Construction Projects	1,440,000	900,000	112,500
RENOV / REPAIR Projects	83,239	83,239	7,795
RFSTG Projects	641,909	618,295	420,195
DFP direct BBldg Support	500,000	150,000	15,016
Total Multi-Year Awards	<u>2,665,148</u>	Total <u>1,751,534</u>	<u>555,505</u>

Unobligated 939,086

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	11/14/16	9	2.8%	\$171,300	0.6%
8	11/29/16	13	4.0%	\$269,943	1.0%
9	1/29/17	7	2.2%	\$254,901	1.0%
10			0.0%		0.0%
11			0.0%		0.0%
12			0.0%		0.0%
Funds Released		307	95.0%	\$26,165,874	99.0%
Total Funds Not Released		16	5.0%	\$275,457	1.0%
AtL Total		323	100.0%	\$26,441,331	100.0%

16 Localities in Jeopardy of Losing FY16 Funding

- 1 Bland County
- 2 Boyce (Town)
- 3 Boykins (Town)
- 4 Clinchport (Town)
- 5 Crewe (Town)
- 6 Drendron (Town)
- 7 Elkton (Town)
- 8 Glade Springs (Town)
- 9 Independence (Town)
- 10 Parskey (Town)
- 11 Saint Charles (Town)
- 12 Scottsburg (Town)
- 13 Toms Brook (Town)
- 14 White Stone (Town)
- 15 Buena Vista (City)
- 16 Petersburg (City)

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	12-16-16	70	21.7%	\$4,469,458	16.5%
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		170	52.6%	\$14,875,100	55.0%
Total Funds Not Released		153	47.4%	\$12,158,940	45.0%
AtL Total		323	100.0%	\$27,034,040	100.0%

REGIONAL FIRE SERVICES TRAINING GRANT



LIVE FIRE TRAINING STRUCTURE GRANT PROGRAM

Grant Awards to Construct, Renovate or Repair
Live Fire Training Structure throughout the Commonwealth

VIRGINIA DEPARTMENT OF FIRE PROGRAMS
VIRGINIA FIRE SERVICES BOARD
1005 Technology Park Drive
Glen Allen, Virginia 23059-4500
Tel: (804) 371-0220
Fax: (804) 371-3358

www.vafire.com

A) PURPOSE

In accordance with [§38.2-401-D](#) of the *Code of Virginia*, the Live Fire Training Structure Grant Program (hereinafter referred to as "the Grant") was established to provide defined grants to Virginia localities seeking to construct, renovate (including additions), or repair permanent Live Fire Training Structure in accordance with NFPA 1402. The term Live Fire Training Structure refers to a structure specifically designed for conducting live fire training evolutions on a repetitive basis in accordance with NFPA 1001 and 1403.

The Grant is a matching/cost sharing program. The percentage of match/cost share is relative to the size of the capital project the locality intends to construct; however, the purpose of the Grant for permanent Live Fire Training Structure is to provide funding to localities for the construction, renovation, or repair of the Live Fire Training Structure only.

As approved by the Virginia Fire Services Board, the Grant may also provide exclusive funding to the Virginia Department of Fire Programs for the acquisition, renovation, repair, service, and management of the Mobile Live Fire Training Structure Props Program to provide training opportunities to multiple jurisdictions in support of Fire Fighter I and Fire Fighter II Training throughout the Commonwealth of Virginia per the NFPA 1001 & 1403 training standards.

As approved by the Virginia Fire Services Board, the Grant may also provide funding to the Virginia Department of Fire Programs for the execution and delivery of an exclusive contract for engineering consulting services to the VFSB. The engineering firm is on contract to VDFP exclusively, and to prevent conflict of interest may not contract with local jurisdictions on the Grant projects for which funding is sought through the Grant. The engineering firm is on contract to and is tasked by VDFP. The principal point of contact to the engineering consulting firm shall be the Executive Director of VDFP, or his VDFP staff designee.

B) GENERAL OVERVIEW

Grant disbursements to eligible jurisdictions for permanent Live Fire Training Structure construction, renovations and/or additions, or repairs are administered by the *Virginia Department of Fire Programs*, VDFP, ("the Agency") from the Commonwealth's *Fire Programs Fund* as provided for in the *Code of Virginia* ([§38.2-401:D](#)) and consistent with policy guidance provided by the *Virginia Fire Services Board*, VFSB, ("the Board") as set forth within this document. All grants to construct or renovate permanent Live Fire Training Structure shall be approved by the *Virginia Fire Services Board*. All grants to repair permanent Live Fire Training Structure shall be approved by the Department of Fire Programs as directed in this document.

C) CODE OF VIRGINIA CITATION

- 1) [§38.2-401](#) and [§9.1-203](#) of the *Code of Virginia* as amended – "Fire Programs Fund," is incorporated herein by reference.
- 2) *The Virginia Administrative Code*:
 - [19VAC15-40-20](#). Fire Related Training
 - [19VAC15-40-90](#). Good cause Prohibition of Local Training Appeal
 - [19VAC15-40-100](#). Fire Training Center

D) PRECEDENTS OF LAW & DISCLAIMER

Nothing contained within this document shall or be construed to supersede the applicable laws and regulations of the Commonwealth of Virginia. In the event of a conflict the applicable law shall supersede the conflicting provision of this policy statement.

E) TRAINING FACILITIES COMMITTEE

The Live Structure Committee will review and analyze the Live Fire Training Structure Grant Program and make recommendations to the full board.

The following positions have been appointed to the Committee and must include a minimum of the following:

- *Either a Board of Housing & Community Development or General Public member;
- *Either a VACO or VML member;
- *The Insurance Industry member;
- *Training Committee chair (as currently appointed); and
- *Chair of Committee (to be appointed by the Board Chair).

F) DEFINITION OF TERMS

Engineering/Architect (E/A) Fees – The Registered Design Professional in responsible charge of the E/A firm’s work must be registered in the Commonwealth of Virginia. Grant awards for construction projects may include up to \$30,000⁰⁰ in additional monies for E/A fees and expenses for the current grant award amount. These fees and expenses shall include adapting the approved model structure design to the selected site, featuring contract drawings and specifications, and providing limited construction services, including:

- ◆ Product Submittal and Shop drawing review,
- ◆ Up to six (6) site visits, and
- ◆ Responses to Requests for Information from Contractors.

Live Fire Training Structure – A structure specifically designed for conducting live fire training evolutions on a repetitive basis in accordance with NFPA 1001 and 1402 (NFPA 1402, 3.3.1).

Combination Buildings/Training Structures: As stated in NFPA 1402, at some training centers, because of a lack of available space or funds, individual structures for drill tower functions, live fire training, smoke training, or any combination thereof, might not be built.

In these instances, a combination training structures are utilized to conduct live fire training and any of the following;

1. Engineering design and construction must be reviewed and approved by the Agency’s E/A Firm.
2. Consideration will be within the scope of new construction only.
3. No additional funds will be awarded outside of this policy’s specifications.

Such scenario is generally accomplished by the supervised deliberate setting of a fire or establishment of a dense smoke environment within the structure to practice fire suppression and other allied fire attack skills.

As such, the structure shall not be used as an occupied dwelling.

Live Fire Training Structure (Construction Project) – *A project to construct a new or replacement permanent Live Fire Training Structure. Construction funding is approved by the Virginia Fire Services Board in accordance with this Policy.*

Live Fire Training Structure Renovation/Addition Project - *A project to renovate an existing permanent Live Fire Training Structure; add an addition to an existing permanent Live Fire Training Structure (must not exceed the funding level of \$450,000 in accordance with the Grant policy); conduct repairs or renovations that involve structural components of a permanent Live Fire Training Structure; or conduct repairs that exceed the funding authorized for a Live Fire Training Structure Repair Project. Renovation funding is approved by the Virginia Fire Services Board in accordance with this Policy.*

Live Fire Training Structure Repair Project – *A project to conduct a repair to an existing permanent Live Fire Training Structure that does not exceed \$50,000. Projects allowed in this category include: Temperature monitoring equipment repairs; thermal lining tile repair and replacement; sacrificial block wall replacements (concrete masonry unit walls), fire brick; minor, non-structural, spalled concrete repair; door/window repairs; or similar repairs. Projects that involve repairs to structural components and/or projects that exceed \$50,000 are not eligible to be funded as a Repair Project. Cosmetic work such as painting and cleaning are not eligible to be funded as a Live Fire Training Structure repair project. Repair funding that meet the scope and intent of this policy are funded by the Virginia Department of Fire Programs in accordance with this policy. Prior to the approval of any repair funds, a copy of the inspection report must be submitted to substantiate the request.*

Eligible Jurisdiction – Localities within the Commonwealth of Virginia otherwise eligible ([§38.2-401 et al](#)) to receive *Aid to Localities* from the *Fire Programs Fund*; nominally all **Counties, Independent Cities, and incorporated Towns** within those counties; herein also referred to simply as *Jurisdiction* or *Locality*.

Emergency Renovations – Emergency Renovations are defined as any repair greater than \$50,000 for Live Fire Training Structure in which the VDFP has taken the Live Fire Training Structure out of service for certified training due to VDFP determination that certified training can no longer adequately or safely be performed. In order to bring the Live Fire Training Structure back into service for VDFP-certified training, jurisdictions may submit emergency renovation applications at any time for consideration. Only emergency applications for Live Fire Training Structures taken out of service for certified training by the VDFP will be considered immediately. Prior to the approval of any repair funds or renovation, a copy of the inspection report must be submitted to substantiate the request. The Agency shall notify the VFSB upon the approval of an emergency renovation grant. This notification shall include the funding total and the nature of the funding/repair request.

Grant Completion – Grant completion is defined as local construction contract is at final completion with all project expenses processed for payment, all construction completion documents including AIA certifications submitted to Agency staff, and final walk-through inspection performed by Agency Division Staff including curing of any and all deficiencies identified.

Lead Locality – In the event that an award is to be made for a Live Fire Training Structure serving more than one eligible jurisdiction, then that consortium of eligible jurisdictions shall identify one of their own to serve as the agent for all; such agency shall include the intake and custody of grant funds, the filing of reports, and all administrative interface with the Agency. Therefore, the lead locality shall likewise both:

- Make application on behalf of all parties involved; and
- Enter into and be solely answerable for contractual arrangements.

G) DISBURSEMENT OF FUNDS

1. Disbursements from the VIRGINIA FIRE SERVICE GRANT PROGRAM for permanent Live Fire Training Structure are made as a grant to a specified jurisdiction or a lead locality – one acting on behalf of multiple eligible jurisdictions. Consistent with other provisions of this document, payments are not made until the completion by/or through that locality of an instrument contractually binding the locality to adhere to the terms and conditions of the grant. The jurisdiction’s Chief Operating Officer – i.e, City Manager, County Administrator, or Town Chief Operating Officer – shall, acting as the jurisdiction’s exclusive agent, execute such an agreement/contract where periodic withdrawals are made at various intervals as specified in the contract. (Disbursements are never made to individual Fire Departments.)
2. The following pertains to the receipt of monies by eligible jurisdictions:
 - a) Payments of any grant will be provided solely through an electronic transfer of funds to a banking institution.
 - b) Transfer amounts –
 - i. New Construction – Payments will be made at five (5) benchmarks: The payment for Engineering/Architect (E/A) fees are at the completion of that work and with submission to VDFP of supporting documentation of eligible costs incurred. The first 25% of the grant award is payable upon submission to VDFP of a valid building permit, civil site plans, and Engineering/Architect drawings. The remaining 3 installments of 25% each shall be issued upon completion of 50%, 75%, and 100% of the work. The payments will be issued after receipt of a certificate of completion of each stage by the registered design professional (RDP) in responsible charge of the E/A firm’s work. Final disbursement at 100% will be made after a final walk-through is made by VDFP staff during which time a live burn scenario has been successfully completed and witnessed by VDFP personnel. All Live Fire Training Structure project deficiencies will be communicated to the lead jurisdiction point of contact and must be resolved before final disbursement will be authorized.
 - Jurisdictions may elect to receive disbursements at 25%, 50%, 75%, and 100% of project completion. To remain eligible to receive total funds, jurisdictions must submit to the VDFP the American Institute of Architects (AIA) 702 and AIA 703 at 25%, 50%, 75%, and 100% project completion whether or not funding requests are made at these completion intervals.
 - ii. Renovations – Payments will be made in up to two (2) payments on a reimbursement basis at 50% and 100% completion not to exceed the total amount approved by the Board. Payment of more than an approved amount will not be made without consent of the Board. The payments will be issued after receipt of a certificate of completion of each stage by the registered design professional (RDP) in responsible charge of the E/A firm’s work. Final disbursement at 100% will be made after a final walk-through is made by VDFP staff. All Live Fire Training Structure project deficiencies will be communicated to the lead jurisdiction point of contact and must be resolved before final disbursement will be authorized.

- iii. Repairs – Payments for repair projects completed in accordance with the approved application package will be authorized by the Department of Fire Programs upon completion of the repair project, and made in one reimbursement payment at completion of the project, and upon submission to VDFP of supporting documentation of eligible costs.
 - c) All funds **must** be deposited into an **interest-bearing account** of normal risk and with a demand restriction, if any, not exceeding 30-calendar days. (Monies may not be deposited into *Certificates of Deposit* or any other such instrument(s) which substantially hinder liquidity.)
 - d) Any interest earned by funds so deposited may be utilized by the eligible jurisdiction in the construction or renovation of their Live Fire Training Structure. The eligible jurisdiction shall be fully accountable for **BOTH** the *Principal* and the *Interest*.
3. **Use of Funds** – Grant funds may not be used for anything other than Live Fire Training Structure construction or renovation as specified in the contract between parties. Grant funds may only be used for the construction/erection, renovation, or repair of the Live Fire Training Structure, and direct-related costs to the construction/erection, renovation, or repair within 15 feet of the Live Fire Training Structure including E/A costs. (The 15 feet was established as a safety zone for firefighting evolutions.)

Grant funds will not be approved for any civil engineering site plan implementation or any other ancillary costs assumed as overhead or ordinary cost of managing a capital project. Examples of site plan implementation, or ordinary costs of managing a capital project include but are not limited to site clearing, grubbing, excavation with the exception of the foundation, back filling with the exception of the foundation, seeding, fencing, or any other form of site restoration, site surveys, site layouts, water testing, soil testing, water run-off analysis, air quality analysis, access roads, paving/graveling, easement or land lease costs, running lines or conduit for electrical supply or water source, bonding for contractors or jurisdictions, or any other overhead expense that is not directly related to the construction/erection, renovation, or repair of the Live Fire Training Structure.

Grant funds may not be used for routine maintenance or operations costs for new or existing Live Fire Training Structure.

Building Signage: Proper VDFP required signage is required to be placed on the exterior of all sides of the permanent Live Fire Training Structure that have points of entry (ingress or egress). Proper VDFP required signage includes the octagonal sign that recognizes the Board's financial investment in the structure, and the rectangular sign addressing usage criteria. Production and installation of the signs is an allowable cost to the grant program.

4. Grants shall be made upon availability of funds consistent with the then current "spending plan/Live Fire Training Structure schedule" as adopted from time-to-time by the Board.
5. Repairs shall be evaluated by the Agency in the order in which they are received, and if a request for funds meets the requirements then it shall be funded up to \$50,000 or the remainder of the funds in the account if less than \$50,000.

H) GRANT APPLICATION

Any eligible jurisdiction may submit an application for a new construction Live Fire Training Structure grant or a renovation to a Live Fire Training Structure by completing and filing the prescribed form.

Applications for new construction or renovation projects will be received for review bi-annually and must be postmarked by either January 1 or July 1.

Emergency renovation applications may be submitted at any time for consideration provided the application meets the “Emergency Renovations” qualification.

Emergency Renovations are defined as any repair greater than \$50,000 for Live Fire Training Structure in which the VDFP has taken the Live Fire Training Structure out of service for certified training due to VDFP determination that certified training can no longer adequately or safely be performed. In order to bring the Live Fire Training Structure back into service for VDFP-certified training, jurisdictions may submit emergency renovation applications at any time for consideration. Only emergency applications for Live Fire Training Structure taken out of service for certified training by the VDFP will be considered immediately. Prior to the approval of any repair funds, a copy of the inspection report must be submitted to substantiate the request.

Any renovations applications received that are not identified as “taken out of service by VDFP for certified training” will be held until the next application deadline cycle.

Repair Project application submissions, up to \$50,000 will be accepted by the Agency at any time throughout the year.

Grant applications should be sent directly to:

**Budget and Grants Manager
Virginia Department of Fire Programs
1005 Technology Park Drive
Glen Allen, VA 23059-4500**

The filing of an otherwise completed grant application by an eligible jurisdiction in no way binds the Agency to disburse any FIRE PROGRAMS FUND monies, including a Live Fire Training Structure Grant, to that locality.

Construction/Renovation Applications: Application submissions will be reviewed by the Facility Training Committee prior to recommendation to the full Virginia Fire Services Board. Applicants will make presentations to the Facility Training Committee and be available for questions from the Committee Members.

The determination of eligibility and that of any potential amount or other conditions shall be consistent solely with guidance and practices contained within this or any successor document.

I) GRANT AWARD

1. Construction and Renovation Projects – Grants for the Construction of new Live Fire Training Structure and for the renovation of existing Live Fire Training Structures are made by the Virginia Fire Services Board in accordance with this policy based upon the needs of the Commonwealth’s Fire Service and the availability of funds.
2. Repair Projects – Grants for the repair of existing permanent Live Fire Training Structure are reviewed by the Virginia Department of Fire Programs. Those proposed projects that meet the scope and intent of this policy may be awarded by the Department of Fire Programs based upon the guidelines in this policy and the availability of funding. Those proposed projects that the Department believes does not meet the scope or intent of this policy will be forwarded to the Virginia Fire Services Board for review and final action.
3. Grant recipients will be provided with one electronic set of construction drawings and the project manual for Live Fire Training Structure prototypes at no charge. A current version of the VFSB Live Fire Training Structure Policy document is available online at www.vafire.com.
4. Grants recipients will be required to attend one (1) Orientation Meeting that must be held within thirty (30) days of award notification. The meeting will be held at one of VDFP’s seven office locations.
 - a. The purpose of the Orientation Meeting will be to introduce VDFP staff to new grants recipients, provide an overview of the Live Fire Training Structure Grant Program, and offer an opportunity for grants recipients to ask questions about the grants process.
5. Grants recipients will be required to attend one (1) Pre-Building Permit Submission Meeting that must be held sixty (60) days prior to the submission of a valid building permit according to the terms of this Policy. The meeting will be held at one of VDFP’s seven office locations.
 - a. It is understood that grants recipients must have an approved set of building plans prior to being issued a valid building permit, which is due to the Agency no later than twelve (12) months from the date of award notification.
 - b. Grants recipients are encouraged to contract with a qualified engineer that may provide advisement in the development of the grant recipient’s project bid solicitation.
 - c. The purpose of this meeting is to provide an opportunity for grants recipients to discuss specific issues relative to their Live Fire Training Structure design that can be resolved prior to a bid solicitation being published, and to ensure that the building design plans meet the Prototype specifications as referenced in this Policy. Structure plans must be submitted to the Agency no less than one (1) week in advance of the meeting to permit adequate time for the Agency’s engineer on contract to review the plans.
6. Grants recipients will be eligible to participate in one (1) one-hour teleconference call at any time during their grant project.
 - a. The Agency will engage in ongoing communications with grants recipients, addressing all project issues relating to the administration, financial management, and technical aspects. Any technical issues that require advisement or review by the Agency’s engineer on contract will be coordinated directly through the Agency and will require grants recipients to provide their request for consideration in writing; responses to technical inquiries will be provided to grants recipients within a reasonable time frame.
 - b. If the technical inquiry requires live discussion, the Agency will coordinate a one-hour teleconference between Agency staff, the Agency’s engineer on contract, and the grant recipient. The grant recipient’s primary point of contact must participate in the call, but is encouraged to have all parties knowledgeable about the project present during the teleconference. Agency staff will document the teleconference transcript for the grant recipient’s file.

J) TERM OF GRANT

For new construction, the grant term shall not exceed twenty-four (24) months from the date of award notification without approval from the Agency and/or the Virginia Fire Services Board. The grant recipient shall have up to twelve (12) months from the date of award notification to provide to the Agency a valid building permit. The grant recipient shall have up to (an additional) twelve (12) months to complete the construction project.

Concurrent with the submission of the valid building permit, the grant recipient will also provide VDFP with two (2) original copies and one (1) CD Rom version of the construction building drawings, including specifications.

For renovations or repairs, the grant term shall not exceed twelve (12) months from the date of award notification without approval from the Agency and/or the Virginia Fire Services Board.

During the grant term, all repair and construction work is to be completed and all documentation pertaining to such activities shall be submitted to the Agency in a timely manner. Additionally, within 30-calendar days after the conclusion of the grant term, all unexpended funds – including any interest accrual remaining – shall be returned to the Agency.

1. **Return of Unexpended Funds by Check:** Funds being returned to the Agency via a check:
 - Must be made payable to the *Treasurer of Virginia*, and
 - Forwarded to the attention of the Agency at the address specified in [H] above. (Funds are **NOT** to be sent directly to the Treasurer's Office or any other State agency.)
2. **Direct Deposit:** Funds may also be returned to the Agency via electronic transfer as may be provided for within the contractual agreement among parties.

K) EXTENSIONS

An extension of up to 90-days or the next regularly scheduled Virginia Fire Services Board meeting may be granted by the Agency. All requests for extension must be received by the Agency not less than 30-calendar days prior to the scheduled termination of the original grant period. Such requests must list the compelling reason(s) for extension and/or circumstance(s) that prevent project completion by the end of the initial grant period. Extension requests for any period of time greater than 90-days will need to be addressed by the Virginia Fire Services Board for approval; such should always be directed to the Agency's Executive Director, at the same address as listed in [H] above; the Agency shall be responsible for the timely transmittal to Board members.

L) MAXIMUM AMOUNT

1. There shall be a cap on the maximum amount of funds to be awarded in any single grant for either totally new or the replacement of an existing permanent Live Fire Training Structure; the current cap is \$450,000.00. An additional amount up to \$30,000.00 shall be available to offset E/A costs pertaining to site adaptation.

2. The maximum amount of funds to be awarded for any renovation project will be set by the Virginia Fire Services Board, but in no case will it exceed the cap that can be awarded for a new or replacement building.
3. The maximum amount of a repair project award shall not exceed \$50,000 per project and no Live Fire Training Structure will be funded over \$50,000 per fiscal period (July 1 – June 30).
4. For renovation and repair project awards, if the permanent Live Fire Training Structure exceeds the base Prototype model, applications must include conceptual plans/design plans with the total square footage of the Live Fire Training Structure and the number of burn rooms per floor. The award will be based on square footage of the Live Fire Training Structure and number of burn rooms compared to the base Prototype model. (i.e. If the total existing Live Fire Training Structure square footage is 3,000 and the base prototype model square footage is 1,200, the award will be capped at 40% of the total estimated cost; or if the existing Live Fire Training Structure has more than 2 burn rooms, the award will be based on the minimum requirements of 2 burn rooms.)

M) REPORTING REQUIREMENTS

Localities shall provide progress reports to VDFP every ninety (90) days until their project is completed. The foregoing measured from the date of the transfer of funds to the eligible jurisdiction. Reports shall be made to the Budget and Grants Manager. (Information contained within such reports shall be made available by the Agency to the members of the Virginia Fire Services Board.)

N) INSURANCE

No person or entity shall commence construction or repair work, unless and until such person or entity has obtained all insurance required by the “Virginia Fire Services Grant Fund Agreement” from insurers licensed to provide such insurance in the Commonwealth of Virginia. These types of insurance must be maintained at all times when any construction or repair work is being performed. Before any such work commences, the locality shall submit to VDFP a Certificate of Coverage or Certificate of Insurance evidencing that the required insurance coverage is in effect for the appropriate entities, including coverage for subcontractors. The locality must be named as an additional insured party for certain types of insurance as specified in the “Virginia Fire Services Grant Fund Agreement”.

O) AUTHORIZATION FOR RENOVATIONS

The Agency shall authorize repair work as identified by the jurisdiction within their application. The foregoing authorization shall be based upon verification by a licensed Engineer duly authorized to conduct business in Virginia as to scope of need. The cost of such survey may be part of any total grant. Localities making application for a grant for repairs to their permanent Live Fire Training Structure and choosing to obtain an Engineer’s review in advance of submission may therefore include the eventual reimbursement for this cost as part of their total grant request.

P) FULL CONSTRUCTION REQUIREMENTS

To be eligible for any grant award to construct a new or replacement permanent Live Fire Training Structure recipient shall agree to expend such funds to construct one of the Agency’s prototypes from the specifications provided by the Agency for either:

- Prototype I for Class A fuels
- Prototype I for Class B fuels
- Prototype II for Class A Fuels
- Prototype II for Class B fuels
- Prototype III for Class B fuels (reserved to Mobile Live Fire Training Structure Props administered by VDFP)

...where Prototype I is defined as a permanent concrete structure, Prototype II is defined as a permanent pre-manufactured steel structure, and Prototype III is defined as a pre-engineered steel mobile fire training trailer burn prop.

-or-

- A stand-alone permanent Live Fire Training Structure or other structure whose Live Fire Training Structure part shall meet the basic requirements of the outline/performance specifications provided in Prototype I for Class A fuels, Prototype I for Class B fuels, Prototype II for Class A and Prototype II for Class B fuels. If building plans deviate from or have been modified/enhanced from the basic requirements of the above referenced Prototypes, the applicant must define the building concept and include proposed plans with their application. All modifications to proposed and approved building plans must be submitted to the Agency for review and approval in writing prior to commencement of construction.
- From the time such new construction or said repair is authorized to begin, the lead locality shall have one (1) year to begin and one additional year to complete the actual construction. Should they fail to meet this deadline (Section J) or request an extension (Section K), the award will expire and the application shall be resubmitted.

Q) REPAIRS/RENOVATIONS REQUIREMENTS

For awards made on or after January 1, 2009, any structural repairs or renovations must be certified by a Virginia licensed engineer or architect to certify that repairs or renovations were completed in compliance with the engineered plans for projects that are more than \$50,000 or by the recommendation of the Facility Training Committee, and must be provided to VDFP prior to final walk through of VDFP staff and final funds disbursement.

Prior to any award, localities/jurisdictions must be current with their annual inspection and must provide documentation with grant application.

R) PERMANENT LIVE FIRE TRAINING STRUCTURE INSPECTION REQUIREMENTS

The Live Fire Training Structure Inspections Schedule is incorporated into and becomes part of this Policy by reference.

Failure to comply with the adopted Live Fire Training Structure Inspection Schedule as referenced above and submission of reporting logs to VDFP annually will not be certified for approved VDFP certification training.

While the Virginia Fire Services Board (VFSB) recognizes NFPA standards, particularly as they relate to Live Fire Training Structure Inspections, the VFSB has adopted the aforementioned Inspections Schedule reflecting higher standards in order to protect the investment made in the structure by the Commonwealth of Virginia through the Live Fire Training Structure Grant Program.

Comprehensive Audit: Per the requirement of the Live Fire Training Structure Funding Policy, localities must participate in the fifth year audit conducted by the Agency’s E/A Firm. The fifth year audit is provided to localities at no cost. This will satisfy the inspection for that year.

S) OWNERSHIP OF SITE

1. **NEW CONSTRUCTION:** It is required that the eligible jurisdiction or other governmental entity own the site (land) and not be subject to any restriction or limitation that would prohibit or impair the use of the property as a Live Fire Training Structure . On a case-by-case basis, the VFSB may consider a long-term lease. The length of the lease shall be consistent with the expected life of the building.

2. **RENOVATIONS:** It is strongly recommended that the eligible jurisdiction or other governmental entity own the site (land) and not be subject to any restriction or limitation that would prohibit or impair the use of the property as a Live Fire Training Structure. On a case-by-case basis, the VFSB may consider a long-term lease. The length of the lease shall be consistent with the expected life of the building.

T) BURDEN OF PROOF & LIABILITY TO AUDIT

It is the responsibility of the jurisdiction to maintain all necessary fiscal records. Such records are subject to audit by this Agency or its assignees, for a period of not less than five (5) years following the date of the last transfer of award moneys to the grant recipient.

CERTIFICATION:

We the undersigned as Chairman of the Virginia Fire Services Board and Executive Director of the Virginia Department of Fire Programs jointly adopt the foregoing policy as of January 2016. As such, this revised policy supersedes all prior adopted versions of this Policy.

Walter Bailey Chairman Virginia Fire Services Board	Melvin D. Carter Executive Director Virginia Department of Fire Programs

Report from the Executive Director

Acting Executive Director Brook Pittinger provided the following report:

VDFP Reorganization – Acting Executive Director Brook Pittinger announced the final phase of the Virginia Department of Fire Programs Reorganization. Effective August 25, 2017, the Quality Assurance (QA) Division has been realigned under the Safety Division. By aligning both the Safety and QA divisions, the Agency will strive to create a culture where safety drives quality. Lastly, the Fusion Center Analyst position (currently vacant) will be realigned within the State Fire Marshal’s Office (SFMO). Under the SFMO leadership, the agency intends to grow and develop the Fusion Center Analyst position and its supporting role for Virginia’s Public Safety Community.

LMS/RMS Work Group: In an effort to be inclusive in the decision-making process, VDFP utilized a cross-sectional work group to evaluate three Learning Management Systems (LMS). The workgroup consisted of various stakeholders including agency staff, training officers, fire chiefs, and students. This new system will not only allow us to update our outdated training database to a new cloud based Records Management System (RMS), but it will also allow us to have a better online learning environment. We hope the process assists the Agency in its effort to be transparent to exhibit good governance and overall fiscal integrity.

Changes to the Aid-To-Locality Policy – The new adopted changes to the Aid-to-Locality (ATL) Policy are being implemented during the FY2018 funding cycle. It will facilitate additional accountability and flexibility for localities. The more significant changes include:

- Localities will receive 100 percent of their ATL allocation when they submit a completed annual packet. Previously, they received only 90 percent of their funds at the start of the fiscal year and the remaining 10 percent at its conclusion.
- Localities will have 12 months to complete their annual submission. If reports are not received by the fourth quarter (May) disbursement deadline due date funds for that fiscal year will be forfeited.
- A spending plan must be provided to VDFP for all carryover balances. The annual report has been updated to include a section in which localities that have a carryover balance must explain how they plan to spend the funds and the timeline in which they plan to spend it.

Campus Fire Safety Month - Governor Terry McAuliffe issued a proclamation designating September 2017 as Campus Fire Safety Month in the Commonwealth of Virginia. The nationwide effort seeks to raise fire and life safety awareness on college campuses. August and September are typically the worst time of year for campus-related housing fires.

Legislative Action: The Virginia Department of Fire Programs continues to refine the potential legislative proposals for the 2018 General Assembly Session. VDFP continues to

work with the Secretary of Public Safety and Homeland Security's Office on three proposals.

Behavioral Health Curriculum - Acting Executive Director Brook Pittinger met with Newport News Safety Officer Lt. Sydney Lucas on August 24, 2017 to discuss behavioral health in the fire services. As the architect of Newport News Fire Department's Peer Support Program, VDFP sought his guidance in improving awareness for behavioral health issues within the fire service. Presently, Lt. Lucas is delivering the National Fallen Firefighter Foundation's "Stress First Aid (SFA)." Acting Executive Director Pittinger requested Lt. Lucas to conduct the SFA training program across VDFP's seven division offices. Stress First Aid is a flexible set of tools used to care for stress reactions in firefighters and rescue personnel. The four-hour training will cover topics such as crisis intervention and suicidal awareness. VDFP has started to schedule the TnT course for the entire fall.

Hurricane Deployment - Virginia Department of Fire Programs Division 5 Training Chief Doreen McAndrews was deployed to Florida for Hurricane Irma recovery efforts on September 8, 2017. McAndrews is a member of the VA1 Disaster Medical Assistance Team (DMAT). This team will provide primary and acute care, triage of mass casualties, initial resuscitation and stabilization, advanced life-support, and preparation of sick or injured people for evacuation. The DMAT is a part of a nationwide partnership designed to deliver quality medical care to the victims of, and responders to, a domestic disaster.

Grayson County Fire and EMS Study - The Virginia Fire Services Board (VFSB) presented the findings and recommendations from a Fire and EMS Study requested by Grayson County to the County Board of Supervisors on September 14. The Board of Supervisors had requested the VFSB to provide a comprehensive review of the following areas: Organization, Budget and Administration, Training, Delivery of Service, and Fleet Design and Management.

Harvard Kennedy School Program - Acting Director Brook Pittinger and State Fire Marshal Brian McGraw attended the Harvard Kennedy School: *Leadership in Crises: Preparation and Performance Course* September 14-15. The course, attended by participants from across various agencies, provides the rigorous thinking and academic frameworks specifically appropriate to professionals operating in leadership positions or stepping into leadership positions in the state-level emergency response context.

This Weekend in Richmond Taping - Acting Executive Director Brook Pittinger and State Fire Marshal Brian McGraw participated in a taping session for "This Week in Richmond" on Monday, September 25. The segment aired on Sunday, October 8, focused on VDFP initiatives, Fire Prevention Week, and Community Risk Reduction.

Annual Fire Service Needs Assessment Survey - The annual fire service Needs Assessment Survey launched on October 4. It was sent to departments throughout the Commonwealth. We are monitoring the response and posting periodic updates on our website at www.vafire.com.

Preparedness and Response Working Group – Acting Executive Director Brook Pittinger and State Fire Marshal Brian McGraw participated in the initial meeting of the Secretary of Public Safety and Homeland Security’s *Preparedness and Response Working Group* in Richmond on October 5. This Working Group was convened to support the Governor’s *Task Force on Public Safety Preparedness and Response to Civil Unrest* that was established in response to the events in Charlottesville. CRRC Rice provided legislative and policy support.

Line of Duty Death – Joseph Blinkhorn of Broadnax, VA died while responding to a call on Tuesday, October 3. Firefighter Blinkhorn had responded to the station on a fire call on Sunday, October 1, and while entering the fire apparatus to respond, collapsed in the apparatus bay. CPR and First Aid were immediately started and Firefighter Blinkhorn was transported to the hospital where he passed away. A memorial service, attended by Acting Executive Director Brook Pittinger was held at the Broadnax Volunteer Fire Department on Saturday, October 7. His funeral was held on Monday, October 9.

Fire Prevention Week – Fire Prevention Week was observed October 8-14. The theme of FPW this year was, “Every Second Counts: Plan 2 Ways Out!” Multiple activities were ongoing in conjunction with FPW, including the Governor’s proclamation, social media promotions, and media interviews, such as the guest appearance of Acting Executive Director Pittinger and State Fire Marshal McGraw on “This Week in Richmond” on WCVE-TV on October 8.

Virginia Fire Equity & Diversity Conference – Acting Executive Director Brook Pittinger, along with other VDFP staff members, attended the 2017 Virginia Fire Equity & Diversity Conference in Newport News where she provided remarks at the Opening Ceremony on October 16.

Virginia Fire Chiefs Association Meeting – Acting Executive Director Brook Pittinger attended the Virginia Fire Chiefs Association Board of Directors meeting on October 26. She also attended the Government Task Force on Public Safety Preparedness for Civil Unrest.

End of Daylight Saving Time – In conjunction with the end of Daylight Saving Time on November 5, VDFP sent out a statewide press release encouraging citizens of the Commonwealth to check their smoke alarm batteries when they changed their clocks.

New Office Security Policy - The agency has elected to leverage services of an established security contract for the Glen Allen office. The new security company is SOS Security LLC. In conjunction with the new security, the agency has implemented a new Agency Access Policy to cover Employee Access, Contractor Access, Adjunct Employees, Visitor Access, and Training Events/Meetings held at our facilities statewide.

REPORT FROM THE VDFP OPERATIONS AND TRAINING/TECH SERVICES

Tim Hansbrough provided the following report:

Employee Orientations Programs

- VDFP is working to define ways to increase consistency in Division Office operations. Training and Operations has defined a need for two different programs in order to gain consistency.
- **Division Chief Orientation Program**
 - The Division Chief Orientation Program will be a modular program (4 Modules) that will allow the employee to have time to comprehend the information before being pushed to the next level. Once completed, all Division Chiefs will go through the program in order to ensure consistent knowledge/information at the respective level.
- **Administrative Assistant Orientation Program**
 - The Training and Operations Administrative Assistants will have a similar program. This will also be a modular program but development is just starting so the exact length is still to be determined.

New Agency Access Policy

- VDFP has put together an Agency Access policy to promote better safety and security of visitors and staff. The new policy will require all visitors to check in and be escorted within the office space. Visitors will be required to be escorted during their time.
- This new policy will allow for faster identification of those in the office space as well as whom they are there to visit.

VDFP Training and Operations Manual

- The VDFP Training and Operations Manual is currently being updated and a copy will be provided to each Fire Services Board member for review, edit, discussion prior to it being released as a final document. During the review process, staff has noticed many of the policies are out of date and need to be updated. Although this process is taking longer than expected, we plan to provide you a complete document in the near future. VDFP is currently in the process of searching out vendors who specialize in policy manuals and policy development to assist with and review current policies before implementation.

New Learning Management System

- VDFP is in the final stages of selecting a vendor for the new Learning Management System to replace FSTRS. The agency put together a review committee which consisted of agency staff, training officers, fire chiefs, and students to review the specifications presented by each vendor and provide recommendations for selection consideration.

Division Updates

Quality Assurance

The following is the status of the course development work:

- A. **Fire Officer Series** – There is still discussion on the Officer I and II program and the use of Navigate and what resources should be developed and/or provided for the first session.
- B. **Driver Operator Series** – The Instructor Updates have been scheduled and are being delivered in each division. The full Train-the-Trainer for DPO has been developed for delivery after January. The full Train-the-Trainer for DOA is being developed in November and will be delivered following the updates to existing instructors.
- C. **MOU Process** – Are currently working with several jurisdictions to get their TtT scheduled for the program listed in their MOU. We will be with the existing localities that have signed an MOU to complete their TtT over the next three to four months.
- D. **Hazardous Materials Program Update** – The agency is working to schedule a meeting at the VDEM Training Center so the committee can update the PowerPoint program with pictures to provide a visual reference of the various tanks, monitor, etc.
- E. **Instructor Updates:** The Instructor updates are on-going and we have been provided some positive feedback from those that attended. We are scheduled to complete them by the middle of December.
- F. **Reaccreditation Effort:** We are starting to work on the agency's reaccreditation effort. This will be the major focus for the Divisions for the next twelve months.

Division 1

Regional Schools/Large Events:

- Tri-City Regional School postponed due to instructional staff being deployed for weather/storm related damage – rescheduled for December 9 – 10, 2017.

Interests/Trends:

- Division Chief attended Henrico Promotion and Recruit Graduation
- Division Chief attended the Installation of Officers for the Trevillians VFD as the keynote speaker.
- Division Chief attended VA Public Safety Broadband Network/FirstNet Regional Conference.
- NFFF Stress First Aid TTT scheduled for November 10, 2017 in Division I.

Other Items:

- Division Chief and Administrative Assistant attended the VDFP Instructor In-Service held in Chesterfield Co.
- Division Chief attending an Opioid Awareness Event in Goochland Co.

Division 2

Regional Schools/Large Events:

- Nothing to report at this time.

Interests/Trends:

- Division Chief attended 125th Anniversary and Installation Officers for the Manassas VFD – Division VII.
- Division Chief attended Saving Our Own Summit held in Fairfax Co – Division VII.
- Division Chief attended the VDEM Fall Forum held in Henrico Co.
- Division Chief participated as part of the VDFP LMS Vendor demo evaluation team.
- Division Chief participated in the Nelson County Fire/EMS Study.
- EVOC TTT and two DPO TTT Updates held in Rockingham Co.
- NFFF Stress First Aid TTT scheduled for November 3, 2017 in Division II.
- VDEM – EVOC Class for Staff in VDEM Region II and III.
- 1403 Compliance Officer Class held in Shenandoah Co.

Other Items:

- Burn Build Repairs Inspection– Spotsylvania Co.

Division 3:

Regional Schools/Large Events:

- **Central Virginia Regional School:** Coordinated the Central Virginia Regional School in Lynchburg Virginia from September 29th through October 1st, with 5 classes, 4 of which were at maximum enrollment.
- **Propane Emergencies Operations:** The Division Chief and development team delivered the Propane Emergencies Operations class at the Virginia State Firefighters Association Conference in Hampton on August 4th and 5th. In addition to helping with instruction this was a great opportunity to interact with members of the fire service from across the state.
- **Customer Service and Command Symposium:** On October 4th and 5th most of the Training and Operations Branch managers attended the customer service and command symposium held in Petersburg. The events were a great opportunity to network with peers and attend training from some of the most respected names in the fire service.

Interests/Trends:

- There is a slight downward trend in school requests so far this year. This seems to be across the board, not just Division 3.

Other Items:

- There have been several follow up calls from incidents/occurrences during the last several months indicating that the VFSB members read what they are given and watch what is going on. It is kind of nice to know people outside of the agency proper see what we are doing and care enough to follow up.

Division 4

- **Haz-Mat Curriculum Development Committee:** Working on the Haz-Mat Curriculum Development Committee. With meeting scheduled in the upcoming months.
- **Conference Attendance:** Attended numerous Conferences SWVaFF, VaSFFA, VDEM Fall Forum, VPFF, and VFPA. Provided assistance for conferences and attend training classes. This includes but not limited to Intro to Community Risk Reduction, Fire Fighter Burn Injuries, Fire Fighter Cancer, VDEM Drone overview and Damage assessment.
- **Training Survey:** Working closely with the local leaders to address training concerns in the area. We are also helping to educate the localities about the Training Survey to build the 18 month training calendar.
- **Fire Fighter Burn Injuries and Cancer:** Assigned to work with Jason Woods from DC Fire Department to provide classes on the Fire Fighter Burn Injuries and Cancer topics across the state meeting with Jason in November.
- **NFFF Stress First Aid T-T-T:** The NFFF Stress First Aid T-T-T instructed by Sidney Lucas at Abingdon Fire Department November 18th, 2017.

Division 5

- No Report Provided

Division 6

- **Driver Pumper and Aerial Updates:** Working with Chief Jolly to query locations for more updates for Driver Pumper and Aerial Updates for the Divisions.
- **LMS Review:** Debra attended the LMS Review in Glen Allen on August 15-17.
- **EVOC Train-the-Trainer:** Assisted with the Rockingham County EVOC Train-the-Trainer with David Jolly on Aug 18-20.
- **Driver Pumper Operator Update:** Facilitated the Driver Pumper Operator Update at Chesterfield Training Center, Sept 13th.
- **Public Safety Broadband Network/FirstNet:** Attended the REGION VI Virginia Public Safety Broadband Network/FirstNet Regional Conference on September 19th at Roanoke.
- **Hurricane Irma Update Brief WebEx:** Attended the Hurricane Irma Update Brief WebEx Conference Call on September 19th.
- **Customer Service and Command:** Attended the Customer Service and Command class in Petersburg on October 4-5.

- **Roanoke Instructor In-Service:** Attended the Roanoke Instructor In-Service on October 7 and assisted with gear sizing.
- **VDEM Fall Forum:** Attended the VDEM Fall Forum in Short Pump on October 18-19.
- **Driver Aerial Committee:** Scheduled Driver Aerial Committee meeting on November 20-21 to complete full Aerial Train-the-Trainer.

Division 7

Special Projects:

- NFA State Weekend Cancellation Processing

Events:

- Fairfax County Recruit Graduation (Brook Pittinger was keynote) on Sept 29

Accidents & Injuries: 0

Training:

- 9/8/17-Saving our own Summit (Herndon)
- 9/25/17-Instructor In-Service in Loudoun
- 9/27/17-Command Officer Training in Fairfax (Jona Olson)
- 10/2/17-Riding the Seat in Fairfax (Andrew Duke)
- 10/4/17-Customer Service in Petersburg (Alan Brunacini)
- 10/5/17-Unified Command in Petersburg (Alan Brunacini)
- 10/15-17/17-Equity & Diversity Conference in Newport News
- 10/18-19/17-VDEM Fall Forum in Short Pump

Technical Rescue:

- No Report Provided

ARFF: The ARFF program has conducted 4 Aircraft Live Fire Training classes, 2 ARFF Certification classes, 2 Response to Aviation Accidents for First Responders classes, and supported 1 Airport Emergency Drill. Additionally, the ARFF Chief attended the annual Aircraft Rescue Fire Fighter Working Group ARFF annual conference, continues to serve as a committee member of the Central Virginia Fire Chiefs Operations Committee Foam Work Group and the VDEM Flammable Liquid Work Group. Additionally, the ARFF Chief is working with Manassas Regional Airport, Manassas Fire & Rescue, and Leidos – a government contractor - regarding airport fire protection services at Manassas Regional Airport.

Total Programs per FSTRS for the Fiscal Year 2018(Year to date)

Fiscal Year Totals (as of 11/03/17)					
	Total Schools Ended	Courses Cancelled	FY 2018 Schools Run	FY 2017 Schools Run	2017/2018 Comparison
Division 1	61	6	55	63	↓ -8
Division 2	78	7	71	56	↑ 15
Division 3	41	2	39	41	↓ -2
Division 4	26	5	21	14	↑ 7
Division 5	54	2	52	85	↓ -33
Division 6	30	6	24	38	↓ -14
Division 7	95	19	76	80	↓ -4
Q/A	44	5	39	15	↑ 24
Tech Rescue	66	4	62	86	↓ -24
ARFF	11	0	11	11	0
VFMA	46	1	45	61	↓ -16
Totals	552	57	495	550	↓ -55

REPORT FROM THE STATE FIRE MARSHAL'S OFFICE

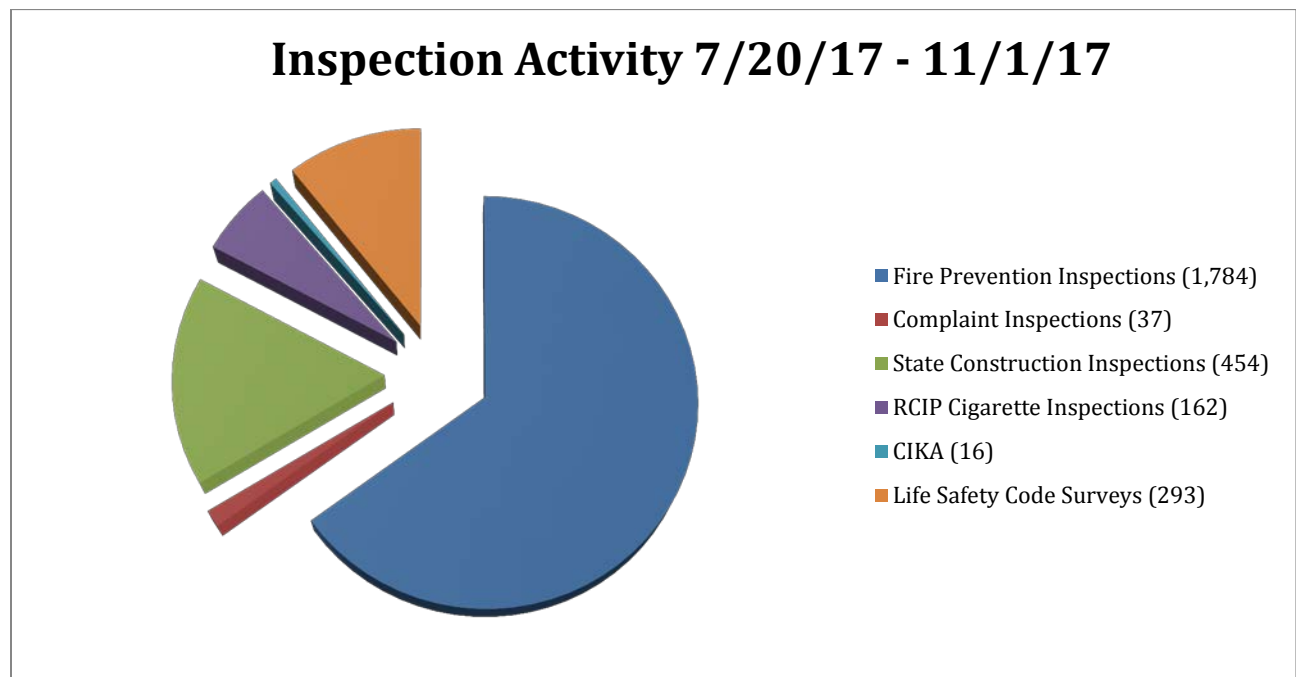
State Fire Marshal Brian McGraw provided the following report covering SFMO activities between July 24 and November 3, 2017.

Fire Fatalities: As of November 3, 2017, there have been 42 civilian home fire fatalities in the Commonwealth of Virginia.

Civilian Home Fire Fatalities: July 25, 2017 - November 3, 2017

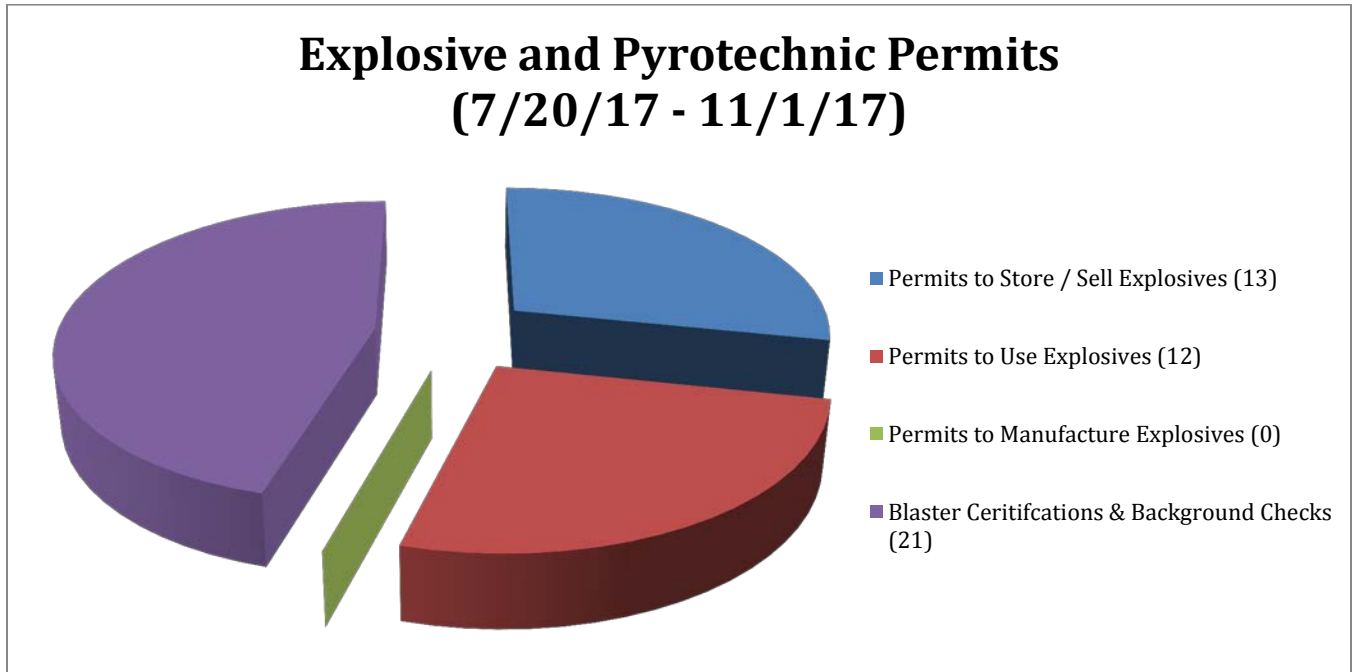
Incident Date	Location	Gender	Age	SFMO Region
7/30/17	Woodbridge (Prince William)	Male	61	NRO
8/8/17	Rustburg (Campbell)	Male	53	WRO
9/3/17	Appalachia (Wise)			SWRO
9/9/17	Max Meadows (Wythe)	Female		SWRO
10/24/17	Virginia Beach	Male	59	TRO

Inspection Activity: The SFMO completed 2,746 inspection activities between July 20 and November 1.



Explosive & Pyrotechnic Permits:

Between July 20 and November 1, 2017, the SFMO issued 25 explosives related permits and 21 Blaster and Pyrotechnician certifications.



Personnel Updates:

Interviews for the vacant Assistant Fire Marshal positions in the Central Regional Office (Richmond) and the Tidewater Regional Office (Hampton) were conducted November 1 through 3 at VDFP Headquarters. The SFMO extends our sincere gratitude to the Richmond Fire Department for their assistance in this process by allowing Lt. Jones to participate on the Interview Panel. The successful candidates should be on board in the near future.

Activity Report:

SFMO HQ Staff devoted a significant amount of time to the final months of the Statewide Fire Prevention Code adoption process. Staff participated in meetings of the VFSB Codes & Standards Committee, the Statewide Fire Prevention Code Development Committee, the BHCD Codes and Standards Committee, and the Board of Housing and Community Development. A proposal to change the fees for SFMO permits for blasting and pyrotechnics was approved.

SFM McGraw has been actively participating in the Commonwealth's *Permitting and Preparedness and Response* workgroups that were established after the August 12 events in Charlottesville.

SFM McGraw and CO Sites have been participating in several groups looking at critical infrastructure within the Commonwealth. These include participation in a *Critical Infrastructure Focus Group* and quarterly meetings with the Commonwealth's Critical Infrastructure Protection Program Manager.

The following selected items from SFMO Weekly Reports since the August 4, 2017, 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.

Prince William County: One person died in a house fire in Prince William County on Sunday, July 30. Fire crews were dispatched to 1501 Walnut Street in Woodbridge just before 6:00 AM for a reported house fire. Firefighters arrived to find the first floor engulfed in flames. The victim was located during firefighting operations and was pronounced dead on the scene. The fire is being investigated by the Prince William County Fire Marshal's Office. (<http://potomaclocal.com/2017/07/30/one-dead-in-early-morning-fire-on-walnut-street/>)

SFM McGraw attended the National Association of State Fire Marshal's annual meeting and conference in Charleston, SC, from Sunday, July 30 – Thursday, August 3. State Fire Marshals from 30 states were represented. Education session topics included:

- Tall Wood Buildings
- Fire Protection During Construction
- Fire Investigator Scene Safety and Health
- Improving Fire Investigation through Accreditation
- National Fire Incident Reporting System (NFIRS)
- Lightning Protection Issues for the Fire Service
- Pipeline Emergency Preparedness and Response
- Fire Safety in the Marijuana Industry
- Project FAIL-SAFE Risk Evaluation Matrix Tool

Assistant Fire Marshal Josh Davidson received his "Fire Protection Plans Examiner" certification from the Department of Housing and Community Development. Congratulations Josh!

Staff conducted inspections of renovations at the 268,347 square-foot, 17-story Muse Hall dormitory at Radford University. Renovations included replacement of elevators, fire detection & fire alarm systems in this mixed occupancy building that include student residences, dining, miscellaneous student use areas, and support areas.

Staff conducted inspections of renovations at the 67,282 square-foot Tyler Hall at Radford University. The project included fire alarm and sprinkler systems in administration and residence areas in the lower one-third of the building.

SFMO was notified of an August 1 incident of fly rock from a blasting operation striking an overhead power transmission line resulting in a power outage. The blasting operation was

at the site of the future Love's Truck Stop in the Greenville area of Augusta County. As a result of the investigation of this incident, additional conditions were placed on the blasting permit for this site, a Notice of Violation was issued, and charges were filed against the blaster in August County General District Court for violations of the SFPC. The case is ongoing.

Staff witnessed the acceptance test of fire alarm systems in six small houses at the College of William & Mary in Williamsburg. These updated fire alarm systems replace outdated and inoperable systems with newer technology using fire alarm equipment that was salvaged from other W&M Buildings that have been demolished. All of the systems were accepted and are online and operational. Staff recommended that BCOM reissue certificates of occupancy for all of these buildings.

A 53 year old man died in a fire that occurred at 317 Pleasant Hill Road in the Rustburg area of Campbell County around 7:00 PM on Tuesday, August 8. The back of the single family home was on fire when firefighters arrived. The victim was in the basement at the time of the fire and was unable to escape. A female occupant of the house and a one firefighter were transported to the hospital with non-life threatening injuries. The fire is being investigated by the Campbell County Fire Marshal and the Campbell County Sheriff's Office. (<http://www.wdbj7.com/content/news/Campbell-County-man-dies-in-house-fire-439473963.html>)

SFM McGraw attended the 2017 High-Rise Fire and Life Safety Summit in Minneapolis, MN, from August 16 – 18. Participants included the Fire Chiefs and Fire Marshals from 33 metropolitan fire departments and eight (8) State Fire Marshals. Case studies of significant high-rise fires were presented, including the Grenfell Tower in London and the Marco Polo fire in Honolulu. Attendees discussed current and proposed fire codes, fire protection systems and manual fire suppression tactics to identify potential strategies for increasing the safety of citizens and the fire service.

The University of Virginia, the City of Charlottesville and Albemarle County experienced civil unrest resulting from various events from August 11 through August 13. On Friday, August 11, protesters marched across the UVA campus with lit Tiki torches to rally at the Thomas Jefferson statue. There was no property damage from the open flames. UVA has an active policy that prohibits the use of tiki torches on campus by non-affiliated persons. CO Sites and SFM McGraw were on stand-by as a SFMO resource to assist local and UVA personnel if requested by the Virginia EOC.

CO Sites provided technical assistance to the Rockingham County Fire Marshal's Office during the review and demonstration of pyrotechnics and flame effects for an outdoor concert at the Rockingham County Fair in Harrisonburg on August 17. This was the first event that utilized special effects in County of Rockingham.

CO Sites and one NRO staff member attended the American Fireworks Safety Laboratory Standards Committee meeting in Bethesda, MD on August 18 and 19. The committee

worked on revisions to current standards and development of new standards. CO Sites is a member of this committee.

Staff conducted numerous construction inspections at Virginia Tech. Most construction projects had August 23 completion deadlines in order to accommodate student move ins due to a record freshman enrollment and lack of dormitory space. These included the following:

- Conversion of storage rooms and student lounges into student rooms.
- Final inspection fire alarm and other life safety features in renovated office space in Burruss Hall.
- Hydrostatic test of the fire sprinkler system in the high bay of Rector Field House.
- Fire suppression systems and related equipment for two kitchen hoods in West End Market at the Chop Shop and the Fighting Gobbler Dining facilities in Cochrane Hall.
- Acceptance test of a new fire alarm system for Randolph Hall. A previous test was unsuccessful. Corrections were addressed and the new fire alarms system was functioning as intended per the approved plans.
- Acceptance test of a replacement elevator at the Donaldson Brown Graduate Life Center. A number of items were corrected during the inspection. Once all items were corrected including programming changes, tests were redone and operated as intended per the approved plans.
- Acceptance test of fire alarm system upgrade in the three-story, 190-room Newman Dorm.

Staff investigated a complaint from the Campus Fire Safety Office at Old Dominion University regarding changes of use of dormitory spaces. Dormitory living rooms were being used as additional bedroom space due to additional student rental demands. Staff notified the Bureau of Capital Outlay Management (BCOM) about this deviation from the original 2009 Certificate of Occupancy. Inspection of a sample of these areas revealed that there are no smoke alarms installed in the living room areas, no separations between the hallways and common areas, and increased occupant loads. Smoke alarms were not required in the living rooms at the time of construction; however, smoke alarms are required in sleeping rooms. The additional 16 beds result in the approved number of occupants being exceeded in some of the spaces. Staff is working closely with BCOM & ODU to resolve this situation.

CO Sites provided technical assistance to the ATF Roanoke Field Office and Roanoke County Fire Marshal's Office regarding exploding targets on August 24.

CRO Supervisor investigated a complaint regarding the A & H Variety and Flea Market in Brunswick County on August 29, 2017. An initial walk through was performed to assess conditions. CRO Supervisor subsequently returned with the Brunswick County Building Official, identified themselves and conducted an inspection of the facility. Multiple

violations were identified both inside and outside the building, including locked and barricaded exit doors.

SWRO Staff taught a class to 23 recruits at the Southwest Virginia Law Enforcement Academy on August 25. The class included information about the State Fire Marshal's Office duties and responsibilities and included information on fireworks, explosives and code violations.

CO Sites provided a presentation on Interior Finish and Decorative Material at the Central Shenandoah Valley Fire Marshal's Association monthly meeting in Harrisonburg on September 5.

One person died in a fire in a one-story single-family dwelling on Bell Avenue in Appalachia on Sunday, September 3. The fire department was alerted at 4:12 AM and arrived to find the front portion of the house well involved. Callers reported hearing an explosion and seeing a fireball. The origin and cause of the fire is under investigation by Virginia State Police.

(<http://www.timesnews.net/Law-Enforcement/2017/09/07/VSP-investigating-fatal-Appalachia-fire>)

One person died in a fire in a single family dwelling in the 5300 block of Peppers Ferry Road in Max Meadows (Wythe County) on Saturday morning, September 9. The origin and cause of the fire is under investigation by Virginia State Police.

(<http://www.wdbj7.com/content/news/Fatal-fire-under-investigation-in-Wythe-County-443775103.html>)

Staff conducted fire prevention inspections of numerous shelter buildings around the Commonwealth in anticipation of evacuations / relocations due to Hurricane Irma.

SFM McGraw attended the Harvard Kennedy School "Crisis in Leadership" course in Short Pump on September 14 and 15.

Staff created an application and permit for Open Burning. This is a result of a request from VDOT that involves open burning of land clearing debris along a heavily traveled roadway in the SFMO Western Region. This will be a no-cost permit for administrative control required on State owned property.

Acting Executive Director Pittinger and SFM McGraw recorded a segment for "This Week in Richmond" on Monday, September 25. The segment focused on VDFP initiatives, Fire Prevention Week and Community Risk Reduction. The segment aired on Sunday, October 8, the first day of National Fire Prevention Week.

CO Sites provided a presentation on special effects that includes pyrotechnics and flame effects to the Society of Fire Protection Engineers Central Virginia Chapter in Richmond on Monday, September 25. SFM McGraw and DSFM Reynolds also attended the meeting.

Acting Executive Director Pittinger and SFM McGraw attended the graduation ceremony for the Fairfax County Fire and Rescue Department's 142nd Recruit School in Centreville on Friday, September 29. AED Pittinger provided the keynote address.

DSFM Reynolds and Central Supervisor Madsen took part in a fact-finding meeting with representatives of the Department of Housing and Community Development in Lawrenceville on September 26. The purpose of the meeting was to review the appeal of a Notice of Violation that was issued to A&H Variety and Flea Market in Brunswick County on August 29, 2017. The Brunswick County Building Official attended the meeting. The applicants did not attend. A re-inspection is scheduled for September 29.

Staff investigated a complaint of students tampering with fire protection equipment at Hampden-Sydney College. Two students placed baseball caps over the smoke alarms in their dormitory rooms. A Notice of Violation was issued to each of the students on September 27. The students were counseled regarding the consequences of tampering with fire protection equipment.

While on the campus of Hampden-Sydney College on September 27, Staff was informed of an incident involving the discharge of fireworks inside the Sigma Chi Fraternity House that took place at approximately 1:15 AM on September 10. A College Police Officer responded to an activated fire alarm at the Sigma Chi Fraternity House and smelled smoke and gunpowder. A discharged fireworks item was located inside the building. Two fireworks were confiscated by the Officer. The fire department ventilated the building and checked for hot spots. The incident is under investigation.

A complaint inspection regarding outdoor tire storage was conducted at ABC Tire, 2989 Patrick Henry Hwy in the Piney River area of Nelson County on September 25. A Notice of Violation issued to the facility inadequate separation between outdoor tire storage and the building and property lines.

SFM McGraw participated in the NFPA / ICC "Economic Impact of Codes and Standards: A Workshop on Needs and Resources" in Washington, DC, on October 4.

DSFM Reynolds attended a training class on "NFPA 101 and NFPA 80 Fire Door Inspections for Health Care Facilities" at NFPA Headquarters in Quincy, MA, on October 5.

Staff investigated a complaint that the fire alarm was not functioning properly at Unit 17 Annex at Haynesville Correctional facility on October 5. A fire watch was implemented until the extent of the issues could be determined. Investigation found that the fire alarm system is functioning by the back-up batteries are not charging. The fire alarm system is connected to an emergency circuit powered by the facility's emergency generator. The facility is applying for a permit through GCOM to replace the fire alarm panel since required parts for the existing panel are not available. SFMO will continue to work with the facility and BCOM to achieve resolution. The facility has been instructed to establish a fire watch in the event that both primary and generator power are lost.

Staff investigated a complaint at Wave Rider Manufacturing in Middlesex County on October 6. The complaint was made by Department of Environmental Quality (DEQ) and the Middlesex Building Official regarding a fiberglass textile facility that they believe had numerous fire code violations and a potential for a hazardous material release along with numerous environmental impacts. Site inspection identified significant violations that were deemed a threat to life safety and health resulting in a determination to evacuate the facility and declare it an unsafe structure. The Building Official had Dominion Power pull the electric meter and secure power to the building due to the severity of unsafe electrical conditions. The business owner is required to submit a plan of corrections that will have to be reviewed by DEQ to ensure proper disposal of hazardous waste and apply for required permits to get restore the building services to safe working order. The Building Official is requiring the owner to apply for a new certificate of occupancy once all of the clean-up is complete to ensure that the appropriate safe guards are in place. SFMO will continue to work with DEQ and the Building Official to ensure that the facility is brought back into compliance.

CO Sites participated in a special event / mass gathering planning meeting at James Madison University on Tuesday, October 10, in preparation for ESPN Game Day events on October 13 and 14. A crowd of 15,000 – 20,000 is anticipated to attend the event located on Quad. Meeting participants included JMU officials, VSP, Harrisonburg Fire Department, Harrisonburg Police Department, RMC Event Staffing, and UVA Special Event Medical Management.

CO Sites investigated a fire in a residence hall at James Madison University on Tuesday, October 10. Smoke was discovered inside a clothes dryer located on the basement level of Dingle Dine Residence Hall at approximately 4:40 pm resulting in activation of a smoke detector. A student was drying bedding material that had not been washed (i.e. they were not wet). The fire originated in a foam pillow. There was limited heat damage to the dryer unit. There was no extension and no injuries were reported.

CO Sites and one NRO staff member provided special event oversight at the ESPN Game Day event on the campus of James Madison University Saturday, October 14. There were no significant issues identified.

SFM McGraw attended the 75th Anniversary Celebration and Building Dedication at the Dunn Loring Volunteer Fire & Rescue Department (Fairfax County) on Saturday, October 14. During the ceremony, the fire station was dedicated to the late Glen Gaines, who started his career as a volunteer in Dunn Loring before going on to be the Chief of the Fairfax County Fire Department and U.S. Fire Administrator.

SFM McGraw participated in the NFPA “State Fire Marshal’s Forum” at NFPA Headquarters in Quincy, MA, from October 16 – 18. State Fire Marshals from across the United States, as well as their counterparts from Canada, Mexico and South America learned about the latest NFPA research and services and shared ideas for addressing fire challenges and protecting communities.

SFM McGraw taught a fire investigation overview module for the VCU Police Recruit School on Monday, October 23.

SFM McGraw provided an SFMO/ VFMA update at the VFPA Fall Conference in Wytheville on Tuesday, October 24.

A 59 year Old man died on Wednesday as a result of injuries sustained in a mobile home fire in Virginia Beach on Tuesday, October 24. The fire occurred in the Colonial Run Mobile Home Park in the 1200 block of Baker Road. The fire was investigated by the Virginia Beach Fire Marshal's Office who determined the fire to be accidental.

<http://www.13newsnow.com/mobile/article/news/local/man-injured-in-mobile-home-fire-dies-in-hospital/485897780>

Staff investigated a complaint of damage to a vehicle due to blasting operations in the Fincastle area of Botetourt County on October 23. Staff arrived on site and met with the reporting party and the blaster. Interviews were conducted to determine conditions during the blasting operation. Pictures were taken at of the blasting area, the damaged vehicle, and damage found on the side of the house. A Blasting Complaint Investigation Form is being completed and additional blaster's information is being provided in the near future to complete the form. Staff is awaiting a video of the blasting event to be provided by the blaster. Alternate blasting plans are being drafted by the blaster for future blasting, to be reviewed by the SFMO prior to blasting being resumed.

SFM McGraw participated in the NFPA Responders Forum at NFPA Headquarters in Quincy, MA, from Sunday, October 29, through Wednesday, November 1. SFM McGraw was awarded a 3-year scholarship through NFPA to participate in this group. Forum participants included fire service leaders from around the country who met learn about and discuss emerging issues and work towards developing solutions to those issues. The Forum's Class of 2015 published White Papers on civil unrest, data, unmanned aerial vehicles (drones). The drone white paper was used to support the development the proposed NFPA 2400, *Standard for Small Unmanned Aircraft Systems (sUAS) used for Public Safety Operations*, and the civil unrest white paper was used to support the development of the proposed NFPA 3000, *Standard for Preparedness and Response to Active Shooter and/or Hostile Events*. The 2018 NFPA Responder Forum will be held June 11 – 14, 2018, in conjunction with the NFPA Annual Conference & Expo in Las Vegas.

SFMO Staff provided on site supervision for the following events:

Fireworks / Pyrotechnics / Flame Effects

August 18	Northern Virginia 4-H Center, Front Royal
August 26	George Mason University Eagle Bank Arena (Concert)
September 2	Old Dominion University (Football Game)
September 9	James Madison University (Football Game)
September 16	James Madison University (Football Game)
September 16	Old Dominion University (Football Game)

September 17	Christopher Newport University (Concert)
September 23	James Madison University (Football Game)
September 30	Virginia Tech (Football Game)
October 3	Virginia Tech (Ring Premier Event)
October 6 – 8	George Mason University Eagle Bank Arena (Disney on Ice – 6 shows)
October 7	Old Dominion University (Football Game)
October 14	James Madison University (Football Game)
October 20	Virginia Tech (Alumni Association Event)
October 20	Old Dominion University (Football Game)
October 21	Virginia Tech (Indian Students Association Diwali Celebration)
October 28	James Madison University (Football Game)
November 2	George Mason University (Concert)

Bonfire

October 23	Norfolk State University (Homecoming)
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Blasting Operations

July 21	Love’s Truck Stop, Augusta County
July 27	Love’s Truck Stop, Augusta County
August 2	Luray Caverns, Page County
August 4	Luray Caverns, Page County
August 21	Luray Caverns, Page County
September 5	VDOT Bridge Demolition, Page County
September 5	N. Lee Highway, Lexington, Rockbridge County
September 15	Luray Caverns, Page County
October 4	Retirement Community, Berryville
October 16	Waynesboro, Augusta County
October 16	Retirement Community, Berryville
October 18	Retirement Community, Berryville
October 24	Lexington, Rockbridge County

Community Risk Reduction

CRRC Rice participated in the International Association of Fire Chiefs Webinar on Community Risk Reduction: It’s Not What You Think It Is on July 27, 2017.

CRRC Rice attended the National Fire Academy “Best Practices of Community Risk Reduction” course at the Virginia State Firefighters Conference in Hampton on August 2-3.

Erin Rice joined students and faculty from Old Dominion University on August 16, 2017 for a special viewing of the “After the Fire” documentary. This is an incredibly powerful video about the January 2000 dormitory fire at Seton Hall University. This intentionally set fire killed three students and injured 58 others. Survivors Shawn Simmons and Alvaros Llanos, two of the most critically burned shared their courageous stories of perseverance and

healing. This training for Residential Advisors was sponsored by the ODU Department of Public Safety. The State Fire Marshal's Office was honored to attend this event and encourages more to view this moving film. <http://www.alvaroandshawn.com/>

CRCC Rice has been working with the National Fire Protection Association, Virginia Hands and Voices and the Virginia Fire and Life Safety Coalition to coordinate finalize logistics for the "Every Second Counts for Everyone" webinar. The webinar will discuss how deaf and hard-of-hearing residents and families of children with hearing loss can help protect themselves before and during a house fire. Discussion topics will include information about specialized smoke alarms, escape planning and how to communicate with emergency personnel. The State Fire Marshal's Office is assisting with promotion of the event as well as providing donated smoke alarms for participants. This event is scheduled for November 8, 2017.

CRCC Rice attended the Virginia Professional Fire Fighters' Educational Seminar in Roanoke on September 21-22. Seminar topics included fire service cancer risk and burn injury.

CRCC Rice attended portions of the Equity and Diversity Conference in Newport News on October 16 – 18, 2017.

CRCC Rice attended the Neighborhood Transitions and Residential Land Use Workgroup of the Virginia Housing Commission meeting on October 18, 2017. The Workgroup discussed potential legislation to address inconsistencies in the *Code of Virginia* related to the placement and enforcement of smoke alarms and carbon monoxide alarms. This legislation is being developed for introduction in the 2018 General Assembly Session. Building, fire and housing stakeholder organizations have been working on the language for several months and have reach consensus on the bill. A formal vote on this legislation will be taken at the Virginia Housing Commission meeting in December 2017. Below is an overview of this proposed legislation:

- New smoke alarms must be installed in accordance with the current Uniform Statewide Building Code standards and maintained in accordance with the Statewide Fire Prevention Code. The Code of Virginia was previously unclear and outdated on the type and recommended placement of smoke alarms.
- Localities that have previously adopted local ordinance governing smoke alarms have until July 1, 2019 to conform those ordinances to the provisions outlined in this legislation.
- References to smoke detectors were replaced with smoke alarms to align with more appropriate terminology.
- Property owners must provide the tenant a certificate that all-smoke alarms are present, have been inspected and are in good working order. These certificates are to be provided by the owner to the tenant annually. The bill contains enactment clause language to require the Departments of Fire Programs and Housing and Community Development to create this certificate as well as public education documents for tenants to reference.

CRCC Rice attended the Opioid and Heroin Forum in Virginia Beach on October 19, 2017.

Virginia Fire Marshal Academy

Fire Investigator School 18-01 was held from Monday, August 7, through Friday, September 1, at the Central Virginia Emergency Services Training Center in Lynchburg. There were 24 students representing Virginia Beach, Portsmouth, Lynchburg, Bedford County, Suffolk, Chesapeake, Amherst, Henrico, Hanover, Norfolk, Fairfax City, Loudoun County, and Virginia State Police. All 24 students successfully completed the school.

An Environmental Crimes School was held from August 21 through 25 at Fire Station 10 in Charlottesville. Seventeen students successfully completed the course.

The 38th VFMA Basic Law Enforcement Academy began on Tuesday, September 12, at the VSP Driver Training Complex in Blackstone. The 30 students, representing 21 jurisdictions, will receive the required training to exercise police powers authorized by Section 27-34.2:1 of the Code of Virginia. Training will take place at the VSP DTC and on Fort Pickett. Students and instructors are being housed on Fort Pickett. Graduation is scheduled for November 17.

FY2018 Live Structural Budget

Carried forward Balance from FY17	1,984,704
FY18 Annual Appropriation	975,000
Total FY 18 Cash Available	2,959,704

	Total Project Awarded	Prior Year Payments	FY18 Estimated Payments	FY18 Actual Payments	Obligation Balance
<u>Burn Building Construction Projects</u>					
MONTGOMERY, County FY15	480,000		367,500	-	480,000
WINCHESTER FY16	480,000	112,500	367,500	-	367,500
PRINCE GEORGE- New FY16	480,000		225,000		480,000
FLUVANNA, County FY18	480,000		0	-	480,000
	<u>1,920,000</u>	<u>112,500</u>	<u>960,000</u>	<u>0</u>	<u>1,807,500</u>
<u>Burn Building Renovation / Repair Projects</u>					
AUGUSTA County (repair) FY16	14,214	-	14,214	14,214	0
BLACKSTONE (renovation) FY17	61,230	-	61,230	-	61,230
VIRGINIA BEACH (repair) FY17	15,571	-	15,571	-	15,571
SPOTSYLVANIA County (repair) FY17	6,659		6,659	6,659	
SPOTSYLVANIA County (repair) New FY18	34,449	-	34,449		34,449
	<u>132,123</u>	<u>0</u>	<u>132,123</u>	<u>20,873</u>	<u>111,250</u>
<u>Regional Fire Services Training Facilities Projects</u>					
BEDFORD County (SCBA Simulator) - FY17	14,000	-	14,000	-	14,000
GALAX City (Tower work) - FY17	23,000	-	23,000	23,000	-
HAMPTON City (Tower repairs) - FY17	50,000	-	50,000	-	50,000
	<u>87,000</u>	<u>0</u>	<u>87,000</u>	<u>23,000</u>	<u>64,000</u>
<u>DFP BBldg Supt - A/E Contract</u>					
DFP BBldg - NEW A/E Contract over 2yrs	285,000	34,404	250,596	47,676	202,919
DFP BBldg - Consulting Proto Type over 2yrs	100,000	25,638	50,000	11,421	62,941
DFP (DIRECT) BBldg - Mobile Burn Cells	0	-	0	-	-
	<u>385,000</u>	<u>60,043</u>	<u>300,596</u>	<u>59,097</u>	<u>265,861</u>
NEW Construction Projects	1,920,000	112,500	960,000	0	1,807,500
RENOV / REPAIR Projects	132,123	0	132,123	20,873	111,250
RFSTG Projects	87,000	0	87,000	23,000	64,000
DFP <u>direct</u> BBldg Support	385,000	60,043	300,596	59,097	265,861
Total Multi-Year Awards	<u>2,524,123</u>	<u>172,543</u>	<u>1,479,719</u>	<u>102,970</u>	<u>2,248,611</u>

Cash on hand 11-1-17 2,856,734

Unobligated 608,124

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	12-16-16	70	21.7%	\$4,469,458	16.5%
3	3-24-17	53	16.4%	\$5,052,728	18.7%
4	6-30-17		0.0%	\$2,214,205	8.2%
4	6-30-17	39	12.1%	\$2,381,612	8.8%
5	7-25-17	9	2.8%	\$312,349	1.2%
6	8-25-17	8	2.5%	\$1,064,945	3.9%
7	9-15-17	6	1.9%	\$175,839	0.7%
8	10-22-17	12	3.7%	\$588,600	2.2%
9	11-6-17	3	0.9%	\$30,000	0.1%
10			0.0%		0.0%
11			0.0%		0.0%
12			0.0%		0.0%
Funds Released		300	92.9%	\$26,695,378	98.7%
Total Funds Not Released		23	7.1%	\$338,662	1.3%
AtL Total		323	100.0%	\$27,034,040	100.0%

Unpaid Localities

- 1 Grayson Co.
- 2 Lee Co.
- 3 Branchville (Town)
- 4 Clinchport (Town)
- 5 Dendron (Town)
- 6 Elkton (Town)
- 7 Haymarket (Town)
- 8 Hillsboro (Town)
- 9 Hurt (Town)
- 10 Lovettsville (Town)
- 11 Melfa (Town)
- 12 Pamplin City (Town)
- 13 Parksley (Town)
- 14 Pound (Town)
- 15 Rural Retreat (Town)
- 16 Saint Charles (Town)
- 17 Saint Paul (Town)
- 18 Scottsburg (Town)
- 19 Scottsville (Town)
- 20 Waverly (Town)
- 21 Weber City (Town)
- 22 White Stone (Town)
- 23 Norton (City)

FY-2018 Fire Programs Fund Aid to Localities Payments

Pay Cycle	Date Pymt. Requested	No. of Localities	% of Localities	Amount	% of Funds
1	9-22-17	125	38.7%	\$12,981,026	46.7%
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		125	38.7%	\$12,981,026	46.7%
Total Funds Not Released		198	61.3%	\$14,820,605	53.3%
AtL Total		323	100.0%	\$27,801,631	100.0%

WILLIAM D. COLEBURN
Mayor

COUNCIL MEMBERS

BARBARA THOMPSON
President of Council

ERIC M. NASH
L. BENJAMIN GREEN
ALFRED V. TUCKER
LEE F. SCOTT, JR.
SAM MONCURE
WADE HAMNER

TOWN OF BLACKSTONE

100 WEST ELM STREET
BLACKSTONE, VIRGINIA 23824
PHONE (434) 292-7251
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PHILIP VANNOORBEECK
Town Manager

GWENETH PROCISE
Treasurer

JENNIFER HARDY
Finance Director

JENNIFER S. DANIEL
Town Clerk

NICHOLAS C. KUZMIAK
Chief of Police

TESSIE BARNES BACON
Town Attorney

September 11, 2017

Ms. Theresa Hunter
Virginia Department of Fire Programs
Attn: Burn Building Grant Administration
1005 Technology Park Drive
Glen Allen, Va. 23059-4500

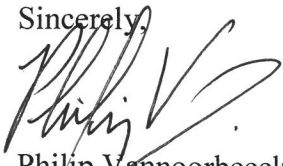
Re: Town of Blackstone, Virginia

Dear Ms. Hunter:

Thank you for speaking with me late last week. As discussed, the Town has been notified by the counties of Prince Edward and Dinwiddie that no fire companies within their jurisdictions would be participating in the Southside Fire Training Commission going forward. It is our understanding that fire companies within Nottoway County intend to continue their affiliation with the Commission.

The Town is in receipt of your letter dated December 8, 2016, which requires the Town to collect the grant award by December 7, 2017. As we have just received notice from the adjoining counties, and the Commission has been defunct for some time, the Town is requesting a one-year extension to complete this project.

Sincerely,



Philip Vannoorbeeck
Town Manager
Town of Blackstone

VIRGINIA FIRE SERVICES BOARD
Training and Education Committee
Tuesday, November 28, 2018
9am

A meeting of the Virginia Fire Services Board Training and Education Committee was held in Glenn Allen, VA at 9am; Mr. Jeff Bailey served as Chair.

COMMITTEE MEMBERS PRESENT

Jeff Bailey, Chair, Virginia Chapter of the International Society of Fire Service Instructors
Walter Bailey – Chair – Virginia State Firefighter’s Association
H. Lee Day – Virginia Fire Services Council
David Layman – *Vice Chair* - Virginia Fire Chiefs Association
James Poindexter, VA Professional Firefighters Association

COMMITTEE MEMBERS ABSENT

James Calvert, Industry (SARA Title III & OSHA)

BOARD MEMBERS PRESENT

James “Robby” Dawson – Fire Prevention Association

AGENCY MEMBERS PRESENT

Erin Rice	Mohamed Abbamin
Dereck Baker	Dave Jolly
Brian McGraw	Tim Hansbrough
Brook Pittinger	Brenda Scaife
Doreen McAndrews	John Fugman

GUESTS PRESENT

Ronnie Coleman	Bob Mays
Allen Baldwin	Jerome I. Williams
Kenny Driscoll	Wendall Johnston
Richard W. Harris	John Oprandy
Scott Lambert	Michael Osborne
Bernie Guther	Everett R. Burris
Sam Burnette	Kevin Todd Spruill
Chris Shaver	Ken Brown
Howard Layomarsino	Rodney Ferguson
Thomas Jarman	Jim Stokely
Elaine Gall	Robin Preece
George Tawes	Linda Hale
Patrick B. Meeks	
Russell B. Baker	

CHANGES IN THE AGENDA

N/A

PUBLIC COMMENTS

There were no public comments made.

COMMENTS FROM THE COMMITTEE CHAIR

Jeff Bailey thanked everyone for their attendance.

UNFINISHED BUSINESS

N/A

NEW BUSINESS

Topic: 1031 – Fire Inspector Program

Motion: N/A

Topic Discussion: Topic: Virginia Fire Marshal Academy

Motion: N/A

Topic Discussion: The Committee further discussed NFPA 1031: Standard for Professional Qualifications for Fire Inspector and Plan Examiner. This is a continuation of the previously held discussions which occurred at the following board and committee meetings;

1. **Full Board Meeting** - [February 23 Meeting](#)
2. **Training and Education Committee Meeting** - [May 16 T/E Meeting](#)
3. **Training and Education Committee Meeting** - [June 1 T/E Meeting](#)
4. **Full Board Meeting** - [June 2 VFSB Meeting](#)
5. **Full Board Meeting** - [August 4, 2017 VFSB Meeting](#)

Timeline:

Full Board Meeting - [February 23 Meeting](#)

- **February 2017:** In January 2017, the Virginia Department of Fire Programs (VDFP) temporarily suspended initial certification classes for fire inspectors,

fire investigators, and basic law enforcement. The two primary factors driving this decision were the loss of administrative controls and concerns regarding the alignment of the curriculum with the most current edition of the NFPA certification standards, i.e. the 2014 editions of NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiner*, and NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*.

Walt Bailey and Robby Dawson advised VDFP staff to develop an alternative to ensure localities were not negatively impacted by the class suspension. Robby Dawson pursued a motion to provide different avenues for students to receive relevant training and receive reciprocity from VDFP. Motion carried. See below;

Motion: Motion to approve any NFPA 1031 – Inspector I and II courses which are Pro-Board/IFSAC accredited as meeting the provisions of Code of Virginia 27-34.2 provided the following are met;

1. Certification was obtained within the past 5 years; or,
2. Certification was obtained within the past 10 years as long as the individual has been an active Fire Inspector for the past 5 years; and
3. The individual has the endorsement of the Fire Code Official or Fire Chief where they are appointed.

When individuals meet the criteria, VDFP will issue a documentation or certification as to meeting the NFPA 1031 Inspector Certification for the Commonwealth.

Training and Education Committee Meeting – [May 16 Meeting](#) - At the T/E Committee Meeting, State Fire Marshal Brian McGraw cited that the below actions were identified; See [enclosures](#)

1. Ideally, the class should be no more than three (3) weeks long.
 - a. The current four-week program utilizes a text book from Jones & Bartlett for Week 1 and primarily internally developed materials for the balance of the class.
2. A combined Inspector I & II program
3. Pursue additional study of the needs and benefits of a stand-alone Inspector I program should be conducted for the long term.
4. A “bridge class” would be developed to allow individuals with accredited certifications from other states or training sources to obtain the training necessary to comply with the requirements of the Statewide Fire Prevention Code (SFPC) and COV §27-34.2 without taking the entire initial certification class.
5. Pursue efforts to revise or replace existing curriculum materials.

- a. There is no Instructors Guide for the curriculum. The majority of the material that would be contained in an Instructor Guide resides in the institutional knowledge of the long term instructors. In order to facilitate using a larger instructor cadre, to provide for succession planning of the long term cadre, and to provide multiple instructional methods to meet the varied learning styles of adults learners, a comprehensive curriculum package must be developed.

As cited on the T/E Committee Minutes and enclosures, below are excerpts of the action plans

Short Term Action Plan

- A short term action plan to facilitate the **resumption** of training has been developed to address the two critical items that initiated the suspension of training, i.e. administrative controls and certification to the 2014 standard.
- A Subject Matter Expert Workgroup (SMEW) has been identified in an effort to modify the existing curriculum that will achieve one of the stakeholder objectives in the short term, i.e. reducing the class length from four weeks to three weeks.
- Items to be addressed in the short-term plan include;
 - **Administrative Controls:**
 - Adhere to VDFP Policies for minimum class size and registration deadlines
 - Minimum class size: 12 students;
 - All required registration materials must be received at least ten (10) days prior to class start date;
 - Students that do not meet prerequisites will not be permitted to attend the class;
 - Review requirements for criminal background checks
 - **Curriculum:**
 - Compare 2009 and 2014 editions of NFPA 1033 and develop correlation document.
 - Identify material in NFPA 1033 standard or administrative regulations that is not covered in current curriculum or requires additional coverage.
 - Incorporate identified material into current curriculum.
 - Identify material that can be removed or reduced due to coverage in BLE
 - Identify reading / preparation to be completed prior to class (CFITrainer.net modules)
 - **Test Bank Validation:**
 - Review 2014 test bank
 - **Resume Training Delivery:**
 - Target delivery date: July 2017 at Lynchburg / Danville area

Long Term Action Plan

- Once short term action plan has been completed and training delivery has resumed, the SME Workgroup will initiate the comprehensive revision of the curriculum. The actions associated with that process include:
- Develop Initial Certification Program:
 - Review commercially available curricula for use as base materials
 - Fire Inspector Principles and Practice, Jones & Bartlett
 - Fire Inspection and Code Enforcement, IFSTA
 - Fire Prevention Inspection and Code Enforcement, 4th Edition, Diamantes
- Develop list of “Virginia Specific Material” to be added to base curriculum
- Incorporate Virginia Specific Material into base curriculum
- Develop “Bridge” Class
 - Develop stand-alone curriculum to cover the Virginia Specific Material identified above
- Sustainment and Expansion
 - Develop and implement plans for periodic review and update of curricula
 - Assess need for additional training deliver options
 - Separate Inspector I and Inspector II classes
 - Assess need for Fire Marshal training class for certification to NFPA 1037 standard

Training and Education Committee Meeting - [June 1 T/E Meeting](#) – the T/E committee made a motion to accept the short-term plan proposed by the State Fire Marshal’s Office for Fire Inspector and Fire Investigator to meet the 2014 standard.

Motion: Motion to accept the short-term plan proposed by the State Fire Marshal’s Office for Fire Inspector and Fire Investigator to meet the 2014 standard.

- SFMO Brian McGraw cited that the fire marshal academy will continue using an enhanced curriculum.

Full Board Meeting - [June 2 VFSB Meeting](#) – The Board carried the motion from the T/E Committee from June 1 meeting. The Agency will deliver the Inspector Course within the scope of the short-term plan.

Full Board Meeting - [August 4, 2017 VFSB Meeting](#) - VFSB Members relayed at the August Board Meeting that they had heard negative feedback about the administration of this training class, more specifically the testing. The short-term plan’s attempt failed. It appears that the test bank portion of the plan was not reached.

VDFP staff indicated that the test for Inspector I was given on July 27 and Inspector II was given on July 28, 2017. Both examinations were 100 questions, each. Board members cited that material covered in class and in the required text were not consistent with the questions on the test.

Board member - Robby Dawson expressed a desire to not only see the test questions, but to see the student evaluations. He sought to review and ensure the problems communicated by the students and respective agencies are corrected before the administration of the next class.

Training and Education Committee – November 28 – At the T/E Meeting

Robert Dawson: Mr. Dawson made the following recommendation; the Agency should consider recognizing accredited 1031 programs from other sources. He added that Department of Housing and Community Development can sponsor a program from an outside agency that provides the course and accredited certifications. The certificate would meet the requirements set forth by VFSB at the [February 23 Full Board Meeting](#). See excerpt below as indicated on the above timeline;

Motion: Motion to approve any NFPA 1031 – Inspector I and II course which are Pro-Board/IFSAC accredited as meeting the provisions of Code of Virginia 27-34.2 provided the following are met;

1. Certification was obtained within the past 5 years, or
2. Certification was obtained within the past 10 years as long as the individual has been an active Fire Inspector for the past 5 years; and
3. The individual has the endorsement of the Fire Code Official or Fire Chief where they are appointed.

When individuals meet the criteria, VDFP will issue a documentation or certification as to meeting the NFPA 1031 Inspector Certification for the Commonwealth.

David Layman: Stated that the Agency did something different than what was discussed in February 2017. At that time, the Board gave the discretion of delivering a national standard training. (See February 2017 minutes – and as cited above.) Rather the Agency delivered the short-term plan, without fully going through the process. According to Mr. Layman, the test bank step of the short-term plan was never reached. Therefore, the test portion of the inspector was inconsistent with the material that was taught.

David Jolly: Mr. Jolly indicated that the instructors teach a code academy, but test for a national certification. Example: VDFP teaches the Inspector in an effort to meet the 2014 editions of NFPA 1031. Another component of the class focuses on Virginia specific content in accordance with the SFPC. Mr. Jolly stated a reasonable solution would be to teach code and certification content separate while also delivering two separate tests.

David Layman – When did the training for fire marshal fall under the SFMO as opposed to the training division? Chief Tim Hansbrough and State Fire Marshal Brian McGraw indicated in 2016, the former Executive Director implemented that realignment.

Walt Bailey: The Subject Matter Expert Workgroup (SMEWG) must regroup to explicitly identify solutions to how 1031 will be delivered.

Brook Pittinger: The Agency will re-organize the workgroup and ensure there is sufficient communication to the Training and Education Committee of its progress.

Finished Product: The Agency will provide the following deliverables;

1. Code Certification Class and Virginia Specific Module (two separate courses)
2. Continuing Education Unit Process
3. Updated Administrative Code

Linda Hale: Workgroup member, Linda Hale stated that it is imperative to ensure the Fire Board articulates clearly what they want the workgroup to do. She requested if the T/E committee was asking for workgroup to restart working on this or improve what they worked on. Chairman of T/E Jeff Bailey requested for the workgroup to improve on what they have worked on.

Recommendation: An audience member indicated that the content taught was sufficient. It was able to cover the NFPA 1031 material and specific SFPC content. However, the testing component can be improved on the existing program.

Rodney Ferguson: Second phase of the program (testing components) was not discussed at the workgroup. We did not take bad questions out of the testing bank.

Brook Pittinger: Use the current curriculum and fix the testing.

- **Short term:** January 29 and March 5 for 1031 courses to be delivered utilizing the current program.
- **Long term:** A framework of what the long-term plan would be can be shared with the full board at their February 23 2018 board meeting.

Vote: N/A

Motion Action: N/A

Topic: Test Bank Validation

Motions: VDFP written tests shall be selected from a validated test bank utilizing current specific course curriculum. All test banks shall be validated on annual basis by a work group of subject matter experts.

Topic Discussion: Committee members discussed test bank validation. The above recommendation was made.

Vote: Unanimous

Motion Action: Will be presented at the February 22, 2018 full board meeting.

Motion Action: N/A

Topic: Five Year Strategic Training Plan and Fire Prevention and Control Plan

Motions: N/A

Topic Discussion: Public opinion solicitation will be posted online.

Vote: N/A

Motion Action: N/A

Topic: Officer I/II Administrative Guidelines

Motion: N/A

Topic Discussion: Jeff Bailey indicated asked what the delay was in distributing thumb drives containing administrative guidelines. Hansbrough indicated the delay is due to continuous changes on the administrative guideline, which makes the version distributed outdated. The Agency will seek cloudlike avenue. It is currently in the process of utilizing a Learning Management System.

Vote: N/A

Motion Action: N/A

Topic: Review of Training & Education Committee Action Plan

Motion: N/A

Topic Discussion: Chief Tim Hansbrough provided a brief update to the board. Below is a highlight of discussion items;

ACTION	STAFF RESPONSIBLE	PERSON / DEPT TO CONTACT	TARGET COMPLETION DATE	ACTUAL COMPLETION DATE	OUTCOME OR RESOLUTION
Hazmat Awareness	Parris	Parris	01/01/18		Under Development
Hazmat Awareness/Operations	Parris	Parris	01/01/18		Under Development
Live Fire Training Certification class	Jolly	Jolly	01/01/18		In progress
Incident Safety Officer Certification class	Jolly	Jolly	TBD		Need to extend accreditation in 2018 for this course
VDFP Strategy and Tactics attendance class	Not Assigned	Hansbrough	TBD		Working on a plan for Division Chiefs to communicate with each locality to determine which classes are needed, pros and cons of VDFP.
VDFP Command Overload (Beyond STICO) attendance class	Not Assigned	Hansbrough	TBD		Survey to determine need, what courses already exist that we can update versus developing an entirely new course, will continue once certification courses have been updated
VDFP Building Construction attendance class	Not Assigned	Hansbrough	TBD		Survey to determine need, what courses already exist that we can update versus developing an entirely new course, will continue once certification courses have been updated

Vote: N/A

Motion Action: N/A

Topic: Firefighter 1 Success Rate

Motion: N/A

Topic Discussion: The Agency is processing the data which should be delivered on/around February 2018 board meeting.

Vote: N/A

Motion Action: N/A

Topic: VDFP Training Related Accident

Motion: N/A

Topic Discussion: The Agency is working on enhancing its training related injuries.

Vote: N/A

Motion Action: N/A

Topic: Training: Extreme Weather Conditions Policy and Procedure

Motion: N/A

Topic Discussion: The Agency is working on enhancing extreme weather condition policy and procedure.

Vote: N/A

Motion Action: N/A

Topic: Carcinogen Reduction Policy

Motion: VDFP to develop and implement policies, based on best practices, for decontamination of personnel and personal protective equipment after all training events when smoke producing combustibles are used for training in any class funded by the VDFP, or any burn building funded by the VDFP.

Topic Discussion: James Poindexter recommended for the agency to include a carcinogen reduction policy to all live burn training. He cited to give the adjuncts a direction for proper carcinogen reduction of firefighters after a live fire training exercise.

Vote: Unanimous

Motion Action: Will be presented at the February 22, 2018 full board meeting.

Topic: Audience/Question and Answer

Motion: N/A

Topic Discussion: N/A

Vote: N/A

Motion Action: N/A

ADJOURNMENT

The Committee adjourned at 12PM.

Clerk of the Committee
Mohamed G. Abbamin

REVIEWED BY:

Brook Pittinger
Acting Executive Director

December 8, 2017
Date