

**VIRGINIA FIRE SERVICES BOARD**

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Administration, Policy and Finance Committee  
Thursday, September 23rd, 2021  
Virginia Beach Convention Center  
Meeting Room 2 AB  
1:30pm

A regular meeting of the Administration, Policy and Finance Committee was held at the Virginia Beach Convention Center in conjunction with the First Responders Conference at 1:30pm, Vice Chair Keith Johnson chaired the committee. A quorum was present.

**COMMITTEE MEMBERS PRESENT**

Keith Johnson  
Ernie Little  
Jerome Williams  
Scott Garber

**BOARD MEMBERS PRESENT**

Abbey Johnston  
Dennis Linaburg  
Jimmy Poindexter

**COMMITTEE MEMBERS ABSENT**

Lee Day  
Bettie Reeves-Nobles  
Ben Reedy

**GUESTS PRESENT**

Alan Ambrose- The Structure Group  
Eric Dahl- Fluvanna County

**AGENCY MEMBERS PRESENT**

Travis Rickman	Brook Pittinger
Theresa Hunter	Briant Atkins
William Mackay	Garrett Dyer

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### **CHANGES IN THE AGENDA**

There were no additions to the agenda

### **PUBLIC COMMENTS**

No public comments were given

### **CONSENT AGENDA**

No Changes to the previous meeting minutes member Scott Garber moved to approve the previous minutes with a second from Board Member Ernie Little the previous minutes were approved.

### **COMMENTS FROM THE COMMITTEE CHAIR**

The Chair thanked the committee and board members on the Fire & EMS Studies. The board goes out and helps localities around the Commonwealth to give advice and guidance on ways to improve their service.

### **UNFINISHED BUSINESS**

A. **Topic:** Montgomery County Fire & EMS Study Update

**Topic Discussion:** The Research Committee Board Members have been selected. Abbey Johnston, Scott Garber, and Lee Day will participate in the upcoming study. No action at this time

B. **Topic:** Northumberland County Fire & EMS Study draft review

**Motion:** Ernie little seconded by Jerome Williams for the To approve the Northumberland Fire & EMS Study and send to the full board for final approval.

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**Topic Discussion:** The study was completed and shared with all of the board members and the County to correct for any technical adjustments.

**Vote:** The Committee voted unanimously to send to the full board for final approval.

**Motion Action:** To send to the Full Board for final approval on Friday, September 24th.

**NEW BUSINESS**

A. **Topic:** VFIRS Hardware Grants

**Motion:** Jerome Williams seconded by Ernie little to approve the total grant amounts as seen below for the VFIRS Grant and send to the full board for final approval.

County:	Grant Amount:
Greene County	\$2,100
Boydton Town	\$700
Chase City Town	\$700
Colonial Beach Town	\$700
Newsoms Town	\$700
Saint Paul Town	\$700
Saxis Town	\$700
Woodstock Town	\$700
South Boston Town	\$700
Winchester City	\$700

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**Topic Discussion:** The agency has the funds and always wants to encourage individuals to report into VFIRS and the committee suggested approving the grants as listed.

**Vote:** The Committee voted unanimously to send to the full board for final approval.

**Motion Action:** To send to the Full Board for final approval on Friday, September 24th.

B. **Topic:** Town of Lebanon Fire & EMS Study Request

**Motion:** Scott Garber seconded by Ernie little to approve the Lebanon study and send that to the full board for final approval.

**Topic Discussion:** The Chair stated that the locality has requested that the board come and take a look at their single volunteer fire department. The request was submitted by their Town Manager Kevin Blankenship. The Chair stated that if all goes well the board will complete the assessment in conjunction with the Montgomery County Study.

**Vote:** The Committee voted unanimously to send forward to the full board for final approval.

**Motion Action:** To send to the Full Board for final approval on Friday, September 24th.

C. **Topic:** Regional Fire Training Grants

**Motion:** Accomack and Richmond City to approve both request at the maximum amount of \$50,000 Keith Johnson made the motion and Ernie little seconded to approve and send to the full board for final approval.

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**Topic Discussion:** The Regional Grant Committee met on September 23<sup>rd</sup> at 11:20am at the Virginia Beach Convention Center to review the applications submitted by Richmond and Accomack. The committee was comprised of Keith Johnson and Scott Garber. After a thorough review and ensuring that the applications met the Board's Policy guidelines. The members suggested that Accomack and Richmond should be granted the full amount of \$50,000. The applications that were received requested the following: Accomack County \$55,833.60; Richmond City \$50,000.00. After review the board members wanted to stick with the maximum award amount in the policy at \$50,000.

**Vote:** The Committee voted unanimously to send to the full board for final approval.

**Motion Action:** To send to the Full Board for final approval on Friday, September 24th

D. **Topic:** Fluvanna Live Fire Training Structure Policy Request

**Motion:** Keith Johnson made the motion for one year no cost extension for the Fluvanna County Live Fire Training Structure Grant which was seconded by Ernie Little to approve and send to the full board for final approval.

**Topic Discussion:** Eric Dahl the Fluvanna County Administrator came to address the committee regarding the policy request. He stated that his locality is an all-Volunteer system. In 2017 they were given a grant by the VFSB for a live fire training structure. They have put out many bids for the project but the smallest bid was above \$900,000 dollars for the project. The county has attempted to trim the project down while still meeting VDFP requirements but the bids are still coming in high, close to a million dollars. The county is trying to put out for another bid but the current cost increases they chose not to at this time. That is why they chose to submit the request to increase the minimum amount of the Live Fire Structure Training Grant which is currently \$480,000. He would just like to see if there is an opportunity to increase the amount of money previously approved for the project.

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Keith Johnson stated that it was great to see a County Administrator advocating for their county and most importantly their fire service. The Chair stated that he had been briefed on the Fluvanna project costs, one of the issues is that on the last bid provided to the board the cost of the Structure was around \$478,000. The issue with this particular project is that the site work is estimated at \$309,000 which the board's policy states that the board does not pay for site work on Live Fire Training Structure projects. At this time the Chair chose not to move forward with any official motions on the Fluvanna Request to increase the amount of the grants.

The County Administrator Eric Dahl stated that they came in front of the board last year for a one year no cost extension to take back to the locality and try and work on the cost of the project.

The Chair looked to VDFP staff to make sure it fit within the policy which it did. The Formal request was made and the board took action on the motion outlined above. The Chair extended a helping hand to the County Administrator to reach out if he had any further questions or if they could help in anyway.

**Vote:** The Committee voted unanimously to send to the full board for final approval.

**Motion Action:** To send to the Full Board for final approval on Friday, September 24<sup>th</sup>.

**Additional Comments:** The Chair stated that he and Chair Garber have been participating in the A& E firm proposal selection process for a new firm. The contract expires in November. Look forward to that announcement in the future.

### **ADJOURNMENT**

Committee had a motion to adjourn by Keith Johnson motion properly seconded by Scott Garber, the committee adjourned at 1:50pm

Clerk of the Committee  
Travis Rickman

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**REVIEWED BY:**

Brook Pittinger

DRAFT