

VIRGINIA FIRE SERVICES BOARD
Friday, August 3, 2018

A regular meeting of the Virginia Fire Services Board was held at the VDFP Headquarters in Glen Allen, VA. Mr. Walter Bailey served as Chair.

BOARD MEMBERS PRESENT

Walter Bailey – Chair – Virginia State Firefighter’s Association
Brian McGraw - Virginia State Fire Marshal
H. Lee Day – Virginia Fire Services Council
Sean P. Farrell –Virginia Board of Housing & Community Development
Ernie Little – Fire Prevention Association
James A. Calvert – Industry (SARA Title III & OSHA) Representative
Jeff Bailey - VA Chapter of the International Society of Fire Service Instructors
Stephanie Koren – Association of Counties
David C. Hankley – Virginia Municipal League
James D. Poindexter – Virginia Professional Firefighters Association
Rob Farrell – Virginia State Forester
James Stokely – Insurance Industry
Keith Johnson –Virginia Fire Chiefs Association

BOARD MEMBERS ABSENT

Bettie Reeves-Nobles – General Public
Dennis D. Linaburg – Virginia Chapter of the International Association of Arson Investigators

AGENCY MEMBERS PRESENT

Brook Pittinger	Mohamed Abbamin	Dereck Baker
John Fugman	Mike Reilly	Briant Atkins
Brenda Scaife	Heather Smolka	David Jolly

GUESTS PRESENT

Larry Gwaltney	Richard Harris	James Eicholtz	Charles Haynes
Charlie Singleton	Ronnie Hex	Chris Eudailey	Jeff Flippo
Mark Mills	Darrel Hodges	Dean Farmer	Mike Moles
John Kirby			Steve Ayers

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

Report from the VDFP Executive Director

Report from the VDFP Deputy Executive Director

Fire Education and Training

- A. Report From The VDFP Branch Chiefs
 - a. Chief Safety Officer
 - b. Chief of Training
- B. Report from the Training and Education Committee
 - a. Train-the-Trainer Process
 - b. Modular FF I & II
 - c. Officer I & II Exams
- C. Unfinished Business
- D. New Business

Fire Prevention and Control Committee Business

- A. Report From The Department of Forestry
- B. Report From The State Fire Marshal
- C. Report From The Codes and Standards Subcommittee
- D. Unfinished Business
- E. New Business

Administration, Policy and Finance Committee Business

- A. Report from Administration, Policy and Finance Committee
 - a. Review/Approve – updated Live Fire Structure Grant Policy
- B. Report From The Live Structure Committee
- C. Grants and Finance Report from the VDFP Chief Administrative Officer
- D. Unfinished Business
- E. New Business
 - a. Extension Request

Comments from the Chairman, VFSB

Full Board Business

- A. Unfinished Business
 - a. Fire and EMS Study Release (Cumberland County and Town of Farmville)
- B. New Business
 - a. Town of Chilhowie Fire and EMS Study Request
 - b. Funding Discussion: FY19 New Burn Building Request – Scott Co.
 - c. Vice Chair and Committee Assignment Announcements
 - d. Fall Board Meeting Location (November 2018)
 - e. Presentation of Lifetime Achievement Award

PUBLIC COMMENTS

Chairman Walter Bailey thanked the board members and guests for their attendance. Chairman Bailey introduced the new board member, Keith Johnson – representing Virginia Fire Chiefs Association.

Jeff Flippo welcomed everyone for their attendance. Mr. Flippo thanked VDFP leadership with their continuous support.

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

VDFP Executive Director, Michael Reilly provided the following report;

New Training Programs: There are many courses scheduled over the next few months that have been placed on the website.

- Leadership in Supervision
- 1403 Live Fire Training (old compliance officer)

Firefighter I & II Modular: The new Firefighter I & II Modular programs have been completed and will be ready to be delivered shortly.

HazMat Awareness & Operations: The HazMat Awareness & Operations will be available shortly as we await the new test banks.

NFA Courses: VDFP will be delivering several NFA courses over the next few weeks. Three of these courses will be at the Northern Virginia (NOVA) Regional School on October 20-21. These courses are:

Incident Command for Hi-Rise Structures

- Exercising Leadership Ethically
- Incident Safety Officer

REPORT FROM THE VDFP DEPUTY EXECUTIVE DIRECTOR

The following report was provided by Deputy Executive Director, Brook Pittinger;

- **1031 & 1033 Pro Board** – All questions have been answered and Pro Board is holding a special conference call on 8/15/2018 for final discussions.
- **Legislative Development** – The Agency will be presenting several legislative and budget developments to the SPSHS office for 2019. More information to follow (once approved).
- **Legislative Follow-up:**
 - Mental Health Training – resource sheet on DFP’s website and sent out through Constant Contact.
 - Modular Training – working towards January 2019 enactment.
- **Office Locations:**
 - Glen Allen – office consolidation – one side of the building. Construction to begin in October 2018.
- **Hiring Updates:**
 - Chief of Training
 - VFMA
 - Deputy SFM (retirement 9.1.2018)
 - Fusion Center Analyst
 - Curriculum Developer
- **Cornerstone** – On track for January 2019 implementation
- **ImageTrend** – Updating contract terms – implementation March 2019

REPORT FROM RISK MANAGEMENT BRANCH REPORT

Chief Safety Officer Briant Atkins provided the following report:

- **Burn Prevention Program and Firefighter Cancer Awareness:** Will be delivered 8/1 at this conference as training session. Scheduling for delivery at several conferences and regional schools after 7/1/2018. Will run in all 7 Divisions
- **NFPA 1403 Program:** Program pilot running this week for conference training.
- **Mental Health Awareness Training:** Looking to communicate/coordinate resources out there to meet new legislation for Fire Departments. Organizing a list of NFFF Stress First Aid Instructors that were trained in each Division. Have had some discussions with other State Agencies (OEMS and DBHDS) to see what they are offering.

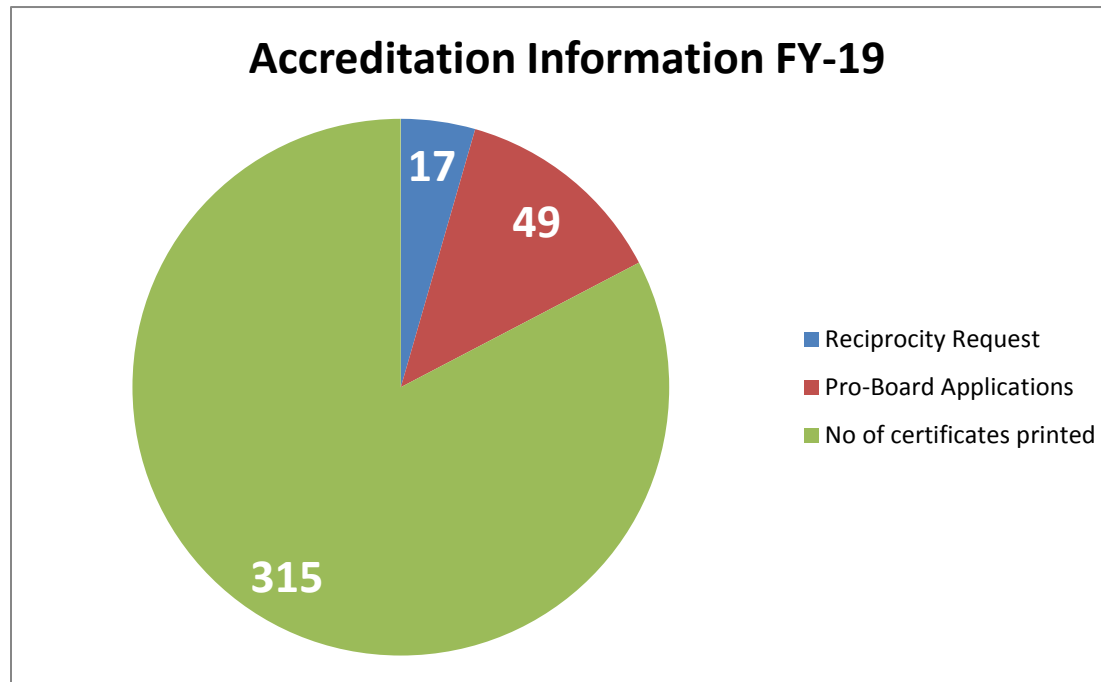
- **Statistical Data:** Please see below for statistical data for the injuries documented in our training programs delivered in FY18.

<u>VDFP Training Injuries:</u>	FY –Injury From Fall: 6 Month: 2
Since FY Beginning: 59	FY -Exhaustion/Over Exertion: 8 Month: 2
Week: 0 Since Month Began: 5	FY- Struck By: 10 Month: 0
Live Fire Training: FY: 19 Month: 3	FY – Strains, Sprain, Pain: 25 Month: 1
	FY – Burn : 4 Month: 0
<u>Program :</u>	FY – Other: 6 Month: 0
FY-Firefighter Series: 36 Month 3	
FY – Mayday Operations: 14 Month: 1	<u>By Division:</u>
FY – HMO: 1	FY Div. 1: 15 Month: 1
FY- TRT: 2	FY Div. 2: 9 Month: 1
FY – VFMA: 1	FY Div. 3: 7 Month: 1
FY – DPO : 1	FY Div. 4: 3 Month: 0
FY – Marine: 3	FY Div. 5: 9 Month: 1
FY ARFF: 1 Month: 1	FY Div. 6: 2 Month: 0
	FY Div. 7: 7 Month: 0
	FY Specialty: 7 Month: 1
	(FMA:1 TRT:2 Marine:3 ARFF:1)

- The department experienced 59 injuries during FY2018.
- 1862 schools were administered department wide in FY2018. 25,821 students attended those classes.
- There was an average of 1 injury every 32 schools administered.
- .23% of all students experienced an injury.
- The Firefighter I & II and Mayday classes accounted for 85% of all injuries.
- 32% of all injuries occurred during live fire training.
- The two divisions where the most training injuries occurred were in Divisions 1 and 5, with 27% and 19% of the injuries respectively.

- The average age of those injured was 28 years old.
- The average BMI of those injured was 30.6.
- The most common types of injuries were strains, sprains and pain, which accounted for 42% of all injuries.
- Injuries were split almost evenly between career and volunteer students 47% and 53% respectively.

Quality Assurance Division Report:



Key Points:

- The agency has received a follow-up request to the application for change for the Fire Inspector I/II program testing. We are working to answer those questions for their follow up at their meeting being scheduled for August 15, 2018
- The QA Division kicked off the QA Program on July 1, 2018. Over the month of July we were able to conduct site visits to six schools in four divisions. These site visits have been very beneficial to be able to collect feedback from locality staff, instructors and students. Please see below a picture from one of the visits.

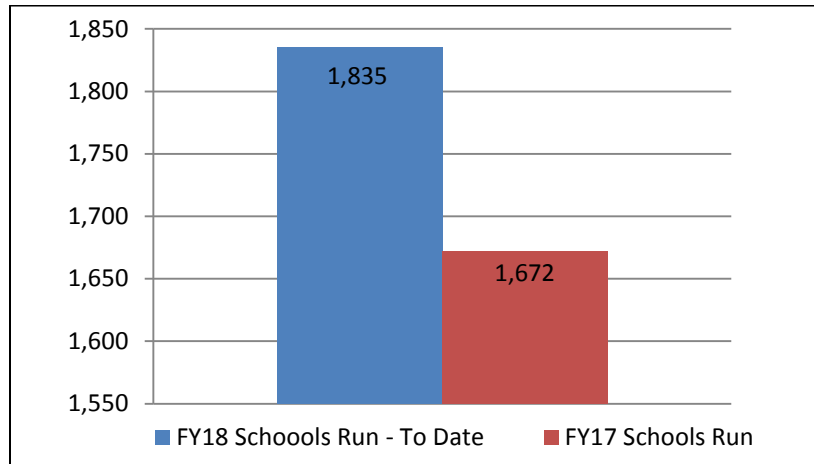


- The agency has approved the purchase of new software and hardware for development of testing instruments for our certification programs. The QA Division will be leading the project to train the staff and implement the equipment in each of the Division Offices over the next sixty days.
- We have distributed all but approximately 7 sets of the Structural Protective Clothing to the staff and instructors from the 1st AFG award. The second round PPE has been ordered from the vendor and should arrive in October for distribution

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

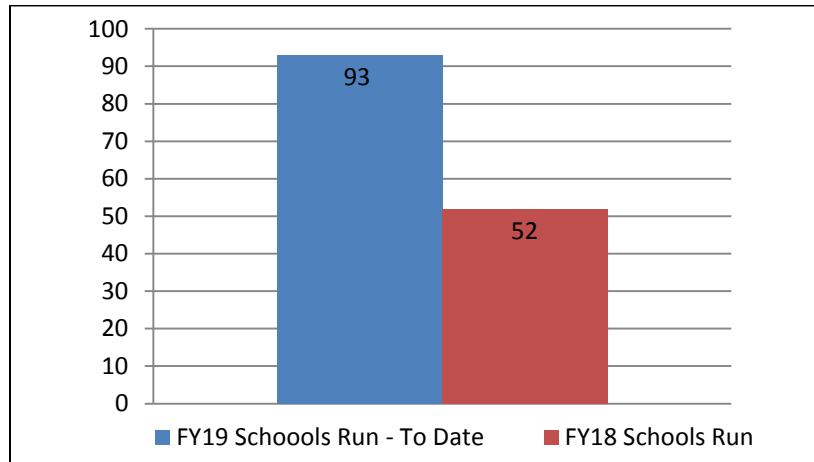
Dereck Baker provided the following report: **FY18 Closeout**

- **1,835 Schools Run**



FY19

- 93 FY19 Schools Run (from 7/1/18 to 7/25/18)



Adjunct Instructor Hiring Process - Round II

- Closed on July 20, 2018. Instructors will be hired based on Division needs.

Calendar Year 18 Funded Training Schedule

- Will be adding additional T-t-T's for the beginning of the FY19 Schedule. We are in the process of re-scheduling postponed T-t-T's throughout the state. FY19 TtT schedule coming out shortly.

Program Completion Timeline

- All programs will be completed by students within 90 days after the program ends. Extenuating Circumstances will be decided on a case-by-case basis (sickness, long-term disability, etc). This was initiated by several students who took courses years ago and because instructors are telling the students that they could submit as long as it's the same standard year. Other students are for nonacceptable reasons, are turning in homework years after the program has ended. Language in our policies and guidelines will prevent this from occurring.

Pre-Test Changes

- Minimum score needed is 75%. 10 days after failure a student can retest.

- Officer I & II to correspond with Jones & Bartlett Fire Officer
- *****The Agency will provide an appropriate language related to pass rate changes. The agency is considering 70 percent certification rate and 75 percent for pre-test.

Stakeholder Meeting Dates

- **August 15, 2018**
 - Stakeholder Input Meeting at 6 p.m. – VDFP Division IV Office, 1169 East Lee Highway, Chilhowie, VA 24319
- **October 24, 2018**
 - Stakeholder Input Meeting at 6 p.m. – VDFP Division III Office, 124 N. South Street, Farmville, VA 23901
- **December 5, 2018**
 - Stakeholder Input Meeting at 6 p.m. – Richmond Area

MOU Update

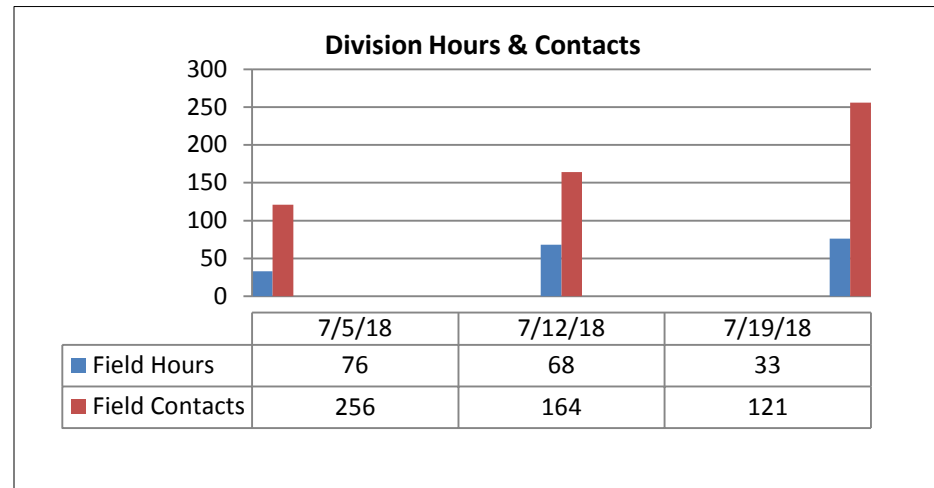
- No pending MOU's

Test Validation/ Review

- The following tests have been updated:
 - FF I & II Modular
 - Fire Instructor I & II
 - Fire Officer I & II
 - Fire Officer I & II
 - Fire Officer I & II TtT

Division Updates

Division Chiefs completed **177** field hours and interacted with **541** contacts throughout the Commonwealth.



Division I

- Our Administrative Assistant has completed her core agency training including FSTRS and is processing schools.
- Preparing budget and delivering programs for the FY 2019.
- Working on the Modular Delivery Program for FF I.
- Review of Division I Adjunct Instructors and TTTs completed.
- Fire Fighter I/II TTT (x2) have been conducted in the Division. DPO TTT scheduled in August 2018.
- Fire Officer IV class is being held at the VDFP Headquarters in Glen Allen, began July 19, 2018.
- Preparing for the Tri-City Regional School in Dinwiddie, VA on October 19 – 21, 2018.
- Preparing for the 25th Annual Caroline Regional School in April 2019.
- Assisted Chief Baker in using and creating tests using LXR test Bank system.
- Assigned to Curriculum Developer/Vendor recommendation committee for selection criteria.
- Multiple NFA programs being delivered in Division I:
 - NFA: Introduction to Unified Command for All Hazards – October 9 – 10, 2018 – VPSTC
 - NFA: Leadership in Supervision: Creating Environments for Professional Growth – Nov 5 – 6, 2018 – Richmond

- NFA: Leadership in Supervision: Perspectives in Thinking – Nov 7 – 8, 2018 – Richmond FTC
- NFA: Leadership in Supervision: Frameworks to Success – Nov 9 – 10, 2018 – Richmond FTC

Division II

- Division 2 has completed training for 207 schools in FY 18
- We currently have a Written Testing and Skill Evaluator Class - Thursday August 16, 1:00 pm – 5:00 pm – School 421-19028, 6:30 pm – 10:30 pm – School 421-19029. In addition we are funding a LP Gas Emergencies TtT School # 421 19043 for division 2 on Friday August 24, 6:30 – 10:30 pm and Saturday August 25, 8:00 am – 4:30 pm. This will allow instructors to be able to teach the updated 16 hour LPG class.
- Division 2 stakeholders will be meeting August 16, to start planning for next year's Rockingham Regional School.

Division III

- N/A

Division IV

- N/A

Division V

- Assisted Camp Fury helping introduce young girls into fire service as potential career opportunity.
- Marine school processing is being finalized.

Division VI

- N/A

Division VII

- NOVA Regional School scheduled for October 20-21 in Fairfax
- Assisted with IT items with iwomens conference in Tysons Corner in May
- Fairfax High School Program Graduation

Heavy Technical Rescue (HTR)

- N/A

Virginia Aircraft Rescue Fire Fighting (ARFF)

- The Aircraft Rescue Fire Fighting (ARFF) Program completed its FY 18 training schedule, which included twelve Aircraft Live Fire Training schools with four hundred and seventy seven ARFF personnel from Virginia, Maryland, North Carolina, New Jersey, and Delaware attending, three Aircraft Rescue Fire Firefighter certification classes with fifty three personnel attending, and seven Response to Aviation Accidents for First Responders with ninety nine firefighters attending. The ARFF trainers are currently undergoing their annual state inspection and then their semiannual preventative maintenance.
- The ARFF FY 2019 training schedule which begins September 1 at Roanoke/Blacksburg Regional Airport and concludes November 18 at Wallops Island has fifteen classes currently scheduled with three classes tentatively scheduled.

REPORT FROM TRAINING AND EDUCATION COMMITTEE

Topic: Train the Trainer

Motions: N/A

Topic Discussion: Jeff Bailey indicated that there is inconsistency with VDFP's administrative guidelines related to testing;

Issue – stakeholders are receiving different feedback for the passing rate on train-the-trainer (Instructor) and regular DFP courses. For example, instructors need 80% to pass while non-instructor students require 70%.

Solution: The Agency must actively distinguish Train-the-Trainer and normal training courses' passing rate to ensure stakeholders understands the difference.

Organize: It is recommended for the Agency to bring forward a recommendation for the language to be used in administrative guidelines regarding the required passing rate. VDFP will deliver content at the next full board meeting in November.

End Goal: VDFP will communicate to stakeholders and also bring the following language at the next board meeting – "All programs for non-instructors require 70% passing while Instructor Train-the-Trainer - PreTests require 75%."

Vote: N/A

Motion Action: N/A

Topic: Modular FF I and II Delivery

Motions: N/A

Topic Discussion: John Fugman, Division Chief provided the following update

	IFSTA	Jones & Bartlett	ISFTA	Jones & Bartlett
	Traditional Delivery	Traditional Delivery	Blended Learning	Blended Learning
- Firefighter I Module I	41 hours	35 hours	25 hours	21 hours
- Firefighter I Module II	54 hours	56 hours	35 hours	38 hours
- Firefighter I Module III	57 hours	52 hours	43 hours	38 hours
- Firefighter I Module IV	27 hours	33 hours	18 hours	22 hours

Vote: N/A

Motion Action: N/A

Topic: Officer I and II Exams

Motion: N/A

Topic Discussion: The new Officer I & II TtT will be available Aug 10, 2018. It will correspond with Jones & Bartlett.

Vote: N/A

Motion Action: N/A

UNFINISHED BUSINESS

N/A

NEW BUSINESS

Topic: [Chapter 20](#) - Regulations Establishing Certification Standards for Fire Inspectors

Motion: Accept the proposed changes presented regarding chapter 20.

Topic Discussion: Makes the administrative code appear to be a “reference” to ensure it is a living document.

6VAC20-20-20. Compulsory Minimum Training Standards for Inspectors

The State of Virginia, through the Department of Fire Programs has adopted to use NFPA 1031 to serve as the applicable Compulsory Minimum Training Standards for Inspectors.

Vote: Unanimous

Motion Action: Motion Carries

Topic: [Chapter 30](#) -Regulations Establishing the Certification Standards for Fire Investigators

Motion: Accept the proposed changes presented regarding chapter 30.

Topic Discussion: Makes the administrative code appear to be a “reference” to ensure it is a living document.

6VAC20-20-20. Compulsory Minimum Training Standards for Fire Investigators

The State of Virginia, through the Department of Fire Programs has adopted to use NFPA 1033 to serve as the applicable Compulsory Minimum Training Standards for Investigator.

Vote: Unanimous

Motion Action: Motion Carries

REPORT FROM THE DEPARTMENT OF FORESTRY

State Forestry, Rob Farrell provided the following report;

Virginia Dry Hydrant Program: Our agency re-bid the contract for the dry hydrant program for FY 2019, separating the effort into three individual contracts that mirror the VDOF's three regional boundaries. The goal of the split offering was to try and solicit additional vendors, who might be interested in the work, as well as to try and maintain program contact on a more regional basis, rather than coordinating it as a single statewide effort. Although a total of three different vendors submitted bids for the work, Silver Creek, Inc remained Virginia's only dry hydrant contractor, capturing all three of the regionally based contracts.

For FY 2018: 27 New Hydrant Installations and 9 Repairs were completed under the program.

For FY 2019: 25 New Installations are planned, along with 7 Repairs to existing program hydrants.

Western US Wildfire Support: The VDOF has deployed a total of 8 Type 6 engines – split over three different deployments, along with a total of 41 personnel so far this summer to the states of Texas, Oklahoma, Colorado, Utah and California to support the western fire season. Agency personnel have filled roles in everything from on the line fire fighters to incident management team personnel. Out of state deployments provide excellent training opportunities for our personnel and all of the agencies expenses related to these deployments are completely reimbursed by the receiving state.

Agency Strategic Plan: The VDOF has just completed a new agency strategic plan. The process was a fairly intensive effort that sought input from all of our agency partners and cooperators, including the key groups that make-up Virginia's fire services.

Goal number one remains protecting the Commonwealth from wildfire and other natural emergencies. Strategies include continuing to support rural volunteer fire departments with grants and other programs.

VICC Ribbon Cutting Ceremony: The Virginia Interagency Coordination Center (VICC) has completed its relocation from Roanoke and is now operating out of the VDOF's agency headquarters in Charlottesville. The VIC center coordinates Virginia's local, state and federal resources in support of national level responses to emergency incidents around the country, as well as handling the dispatch function for the National Forests in Virginia. The centers close coordination with the VDOF is an excellent model for the rest of the country. A ribbon cutting ceremony/celebration for the new state of the art center is planned for August 28th in Charlottesville.

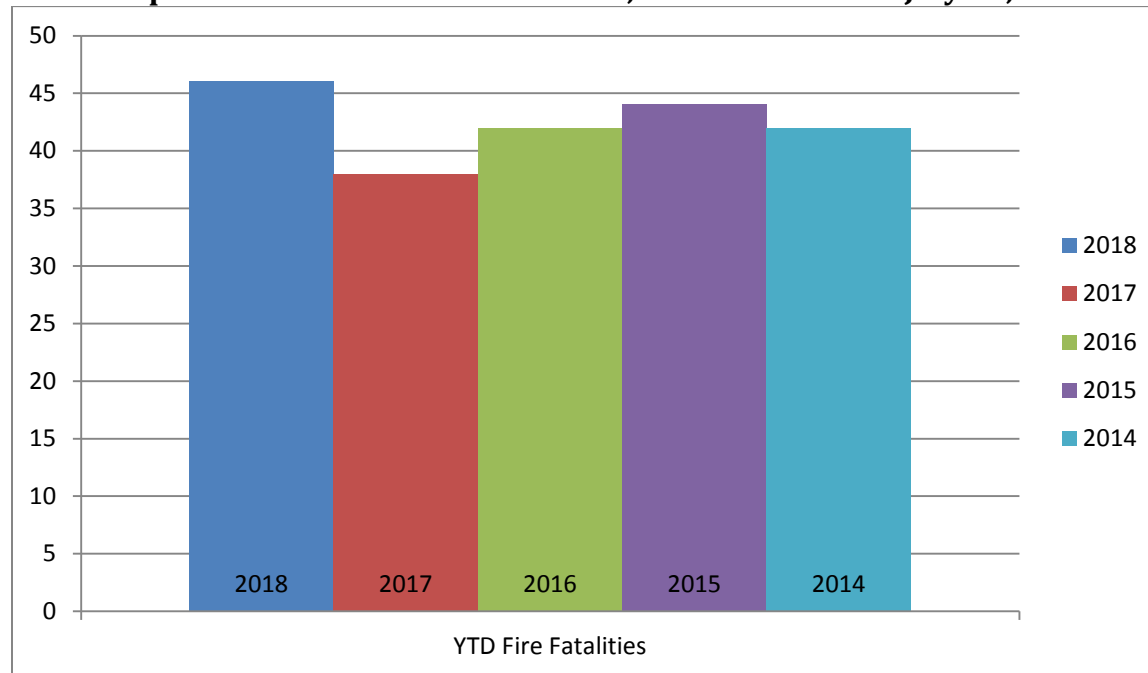
Federal Excess Property Program Review: The VDOF hosted a U. S. Forest Service program review of the agencies Federal Excess Property program in May 2018. The Federal Excess Property program provides excess firefighting vehicles and equipment to rural fire departments across the Commonwealth to increase the capabilities of the state's fire service. The program review helps to ensure that program standards and property accountability is maintained in the program. The VDOF was ultimately commended for our handling of the program in Virginia and was encouraged to seek opportunities for expansion.

REPORT FROM THE STATE FIRE MARSHAL'S OFFICE

State Fire Marshal Brian McGraw provided the following report:

Fire Fatalities: As of July 29, 2018, there have been **46** civilian home fire fatalities in the Commonwealth of Virginia. Analysis of available data indicates that the median age of the victims is **69 years old**. The leading cause of these fires involves smoking materials. Many of the victims had mobility issues that prevent timely evacuation.

Comparison of Civilian Fire Fatalities, Year to Date as of July 29, 2018



CY2018 YTD Civilian Home Fire Fatalities

Date	Location	Gender	Age	Division	Cause
1/1/2018	Annandale (Fairfax County)	Male	94	7	Undetermined
1/7/2018	Norfolk	Male	67	5	Portable Heating
1/7/2018	Amherst County	Male	73	3	
1/11/2018	Chatham (Pittsylvania County)	Female	68	6	IDSM
1/12/2018	Cumberland County			3	
1/16/2018	Spotsylvania County	Male	25	2	Space Heater
1/16/2018	Chesterfield County	Male	73	1	IDSM
1/20/2018	Norfolk	Male		5	
1/29/2018	Fair Oaks (Fairfax County)	Male	64	7	IDSM
1/29/2018	Bloxom (Accomack County)	Male	61	5	
1/30/2018	Campbell County	Male	60	4	Heating
1/31/2018	Suffolk	Male	36	5	IUO Flammable Liquids
2/7/2018	Spotsylvania County	Female	37	2	Electrical
2/9/2018	Saltville (Smythe County)	Female	90	4	
2/13/2018	Dinwiddie	Female	88	1	Smoking
2/23/2018	Ashland	Male	68	1	
2/23/2018	Victoria	Male	70		
3/1/2018	Chesterfield County	Male		1	
3/2/2018	Henrico County	Male		1	Heating
3/6/2018	Gloucester	Female	82	5	
3/7/2018	Marion	Female	72	4	
3/15/2018	Fairfax City	Female	35	7	Under Investigation
3/21/2018	Hampton	Female	85	5	Candles
3/28/2019	Colonial Heights	Male	80	1	IUO Flammable Liquids
3/29/2018	Clifton Forge (Allegheny)	Male	66	6	Kitchen Fire
3/30/2018	Fairfax County	Male	79	7	Smoking in bed
4/1/2018	Hampton	Female	85	5	Undetermined
4/5/2018	Portsmouth	Female	72	5	ELEC – Extension Cord
4/5/2018	Chesterfield	Male		1	IDSM
4/7/2018	Danville	Male		6	IDSM

Date	Location	Gender	Age	Division	Cause
4/11/2018	Dryden (Lee County)			4	
4/13/2018	Franklin County	Male	70	6	Undetermined
4/17/2018	Norfolk	Female	61	5	Arson / Homicide
5/1/2018	Orange County	Male	80	2	Under Investigation
5/3/2018	Clintwood (Dickenson County)				
5/4/2018	Brodnax (Brunswick County)	Female	84	1	
5/22/2018	Fairfax County	Male Female Female	63 61 56	7	
5/27/2018	Campbell County	Male	36	6	Cooking
6/3/2018	Spotsylvania County	Female	80	2	
6/13/2018	Portsmouth	Female Male	71 24	5	Electrical -frayed extension cord
6/27/2018	Big Stone Gap	Male	60	4	
6/28/2018	Hopewell	Male	70s	1	
7/5/2018	Danville	Female	87	6	

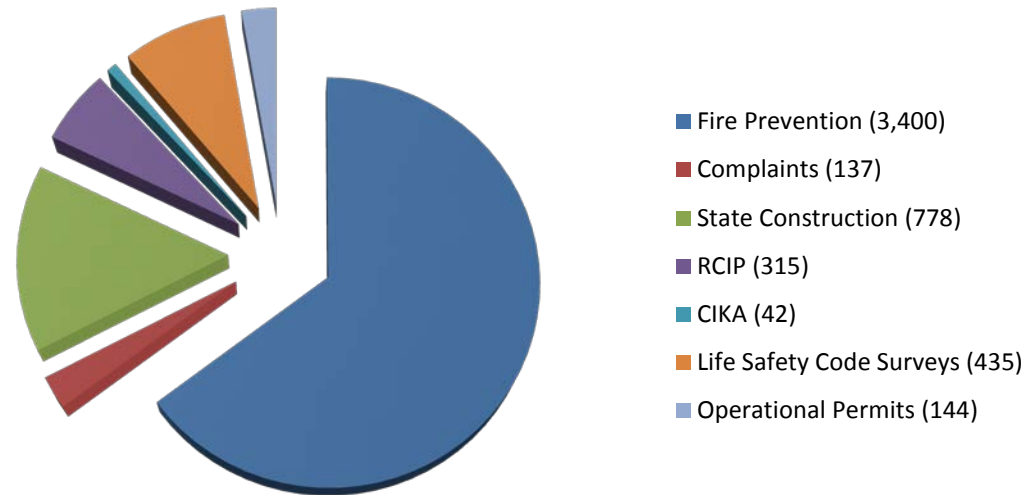
IDSMS = Improperly Discarded Smoking Materials

USFA Civilian Fire Fatalities in the News, January 1 through July 29, 2018
Virginia Ranks 14th

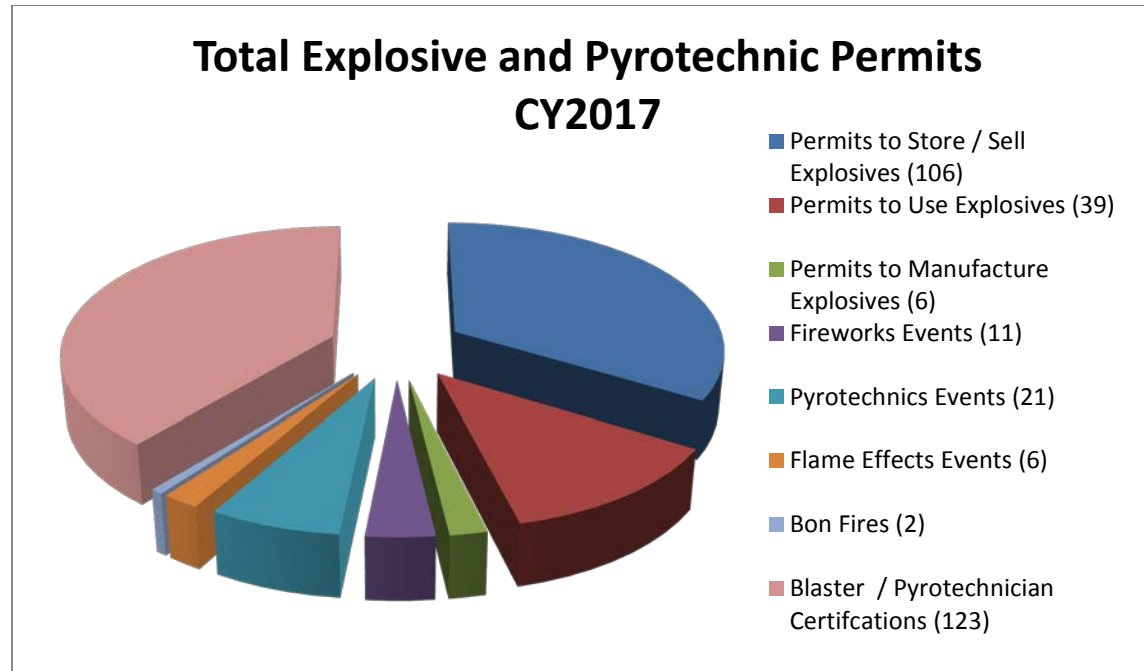
Alabama	32	Kentucky	28	North Dakota	1
Alaska	4	Louisiana	42	Ohio	61
Arizona	12	Maine	12	Oklahoma	45
Arkansas	17	Maryland	37	Oregon	10
California	66	Massachusetts	21	Pennsylvania	92
Colorado	13	Michigan	66	Rhode Island	5
Connecticut	7	Minnesota	20	South Carolina	43
Delaware	8	Mississippi	39	South Dakota	2
District of Columbia	1	Missouri	46	Tennessee	57
Florida	55	Montana	8	Texas	88
Georgia	54	Nebraska	6	Utah	7
Hawaii	3	Nevada	10	Vermont	5
Idaho	5	New Hampshire	7	Virginia	46
Illinois	76	New Jersey	40	Washington	33
Indiana	49	New Mexico	4	West Virginia	24
Iowa	18	New York	94	Wisconsin	28
Kansas	24	North Carolina	60	Wyoming	2

Inspection Activity: The State Fire Marshal's Office completed 5,107 inspection activities YTD18 (12/28/17 – 7/25/18).

Total Inspection Activity for CY2018



Explosive & Pyrotechnic Permits: The SFMO issued 151 explosives related permits between 12/28/17 and 7/25/18). Staff provided oversight of fireworks, pyrotechnics, flame effects or bonfires at 39 events on state property. A total of 123 Blaster and Pyrotechnician certifications were issued.



School Security Issues: We continue to monitor the activities of the House Select Committee on School Safety and provide input when afforded the opportunity. The full Committee and sub-committees will hold a series of public meetings and hearings before issuing their final recommendations in early December. Information on the Select Committee on School Safety can be found at <https://www.schoolsafety.virginia.gov>.

Agritourism Stakeholders Workgroup: The Virginia Cooperative Extension is conducting a study, at the request of Senator Fran Ruff, Chair of the Senate General Laws Committee, to review the existing code exemptions for “farm structures”. This is a result of three bills introduced in the 2018 General Assembly Session (HB714, HB1224 and SB784) that pertained to agritourism and the agricultural exemptions for structures. Loudoun County Chief Fire Marshal Linda Hale is the lone fire service participant in the workgroup.

Virginia Fire Marshal Academy

Schools in Session

School	Location	Dates	Students
Fire Investigator 19-01	Roanoke	7/9/18 – 8/3/18	12

Future Schools

School	Location	Dates
Fire Inspector 19-01	Roanoke	CANCELLED LACK OF ENROLLMENT
39 th Basic Law Enforcement Academy	Blackstone / Fort Pickett	9/10/18 – 11/16/18
Fire Inspector 19-02	Richmond Area (Div. 1)	9/24/18 – 10/12/18

REPORT FROM THE CODES AND STANDARDS SUBCOMMITTEE

No Meeting Held.

UNFINISHED BUSINESS

N/A

NEW BUSINESS

N/A

ADMINISTRATION, POLICY AND FINANCE COMMITTEE BUSINESS REPORT FROM ADMINISTRATION, POLICY AND FINANCE COMMITTEE

Topic: Review/Approve – updated Live Fire Structure Grant Policy

Motion: Motion to approve the modified Live Structure Policy.

Topic Discussion: Motion to accept the modified Live Structure Policy.

Vote: Unanimous

Motion Action: Motion Carries

REPORT FROM THE LIVE FIRE STRUCTURE COMMITTEE

No Meetings Held

GRANTS AND FINANCE REPORT FROM THE VDFP CHIEF ADMINISTRATION OFFICER

1. **FY2019 Live Structural Budget**
 - a. **Carried forward Balance from FY18**
 - i. \$2,573,125
 - b. **FY19 Annual Appropriation**
 - i. \$975,000
 - c. **VFIRS Carryover**
 - i. \$8,900
 - d. **Total FY 19 Funding**
 - i. \$3,557,025
2. **Live Structure Cash Obligations/Availability July 1, 2018**
 - i. **Cash on hand:** \$3,557,025
 - ii. **Unobligated:** \$443,770
3. **Aid to localities**
 - a. As of July 24, 2018

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	12-15-17	67	20.7%	\$6,384,185	23.0%
3	3-23-18	43	13.3%	\$2,924,112	10.5%
4	6-30-18	84	26.0%	\$5,472,308	19.7%
5			0.0%		0.0%

Funds Released	319	98.8%	\$27,761,631	99.9%
Total Funds Not Released	4	1.2%	\$40,000	0.1%
AtL Total	323	100.0%	\$27,801,631	100.0%

Pending Payment

- Hillsboro (Town)

FY18 Forfeitures

- Haymarket (Town)
- Saint Charles (Town)
- Dendron (Town)

FY-2019 Fire Programs Fund Aid to Localities Payments

Pay Cycle	Date Pymt. Requested	No. of Localities	% of Localities	Amount	% of Funds
1			0.0%	0.0%	0.0%
2			0.0%	0.0%	0.0%
3			0.0%	0.0%	0.0%
4			0.0%	0.0%	0.0%
5			0.0%	0.0%	0.0%

Funds Released	0	98.8%	\$0	0%
Total Funds Not Released	323	100.0%	\$28,728,291	100.0%
ATL Total	323	100.0%	\$28,728,291	100.0%

UNFINISHED BUSINESS

N/A

NEW BUSINESS

Topic: Extension Request – Fluvanna

Motion: To accept Fluvanna County's extension request.

Topic Discussion: The board delivered one year extension.

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

Topic: Town of Farmville Fire and EMS Studies

Motion: To release Town of Farmville Fire and EMS Study contingent on the locality's technical edits.

Topic Discussion: The Board has voted to release the Town of Farmville Fire and EMS Study, contingent on the locality's technical edits. The locality will receive the final copy at the end of August. The presentation will be delivered around September 2018.

Vote: Unanimous

Motion Action: Motion Carries

Topic: Cumberland County Fire and EMS Studies

Motion: To release Cumberland Fire and EMS Study contingent on the locality's technical edits.

Topic Discussion: The Board has voted to release the Cumberland Fire and EMS Study, contingent on the locality's technical edits. The locality will receive the final copy at the end of August. The presentation will be delivered around September 2018.

Vote: Unanimous

Motion Action: Motion Carries

NEW BUSINESS

Topic: Town of Chilhowie Fire and EMS Study

Motion: To accept Town of Chilhowie's request for a Fire and EMS Study.

Topic Discussion: The Board will deliver a modified version of the Fire and EMS Study for the Town of Chilhowie in conjunction with the Town of Wytheville.

Vote: Unanimous

Motion Action: Motion Carries

Topic: Funding Discussion: FY19 New Burn Building Request – Scott County

Motion: To respectfully deny due Scott County's request for Burn Building funding due to lack of funding.

Topic Discussion: The Board denied Scott County's request for a burn building funding due to funding shortage. The locality is encouraged to apply again during the next cycle.

Vote: Unanimous

Motion Action: Motion Carries

Topic: Board Chair, Vice Chair and Committee Assignment Announcements

Motion: Motion to accept vice chair and committee assignments.

Discussion: See below;

Full Board Chair, Walter Bailey

Vice Chair, Jeff Bailey

Training and Education Committee: Dr. James Calvert, Chair of the Training and Education Committee. Dr. Calvert is the current BWXT, Corporate Environmental Health & Safety (EHS) Audit Programs Manager and the Corporate OSHA Adjudicator. He has served as an Adjunct Professor for over twenty years teaching Principles of Industrial Safety and various Fire Science classes. Dr. Calvert brings a great deal of academia experience to the Training and Education Committee.

Live Structure Committee: Lee Day, Chair of the Live Structure Committee. Chief Day brings over thirty five years of live fire training. As an NFPA 1403 Compliant Officer, Chief Day regularly oversees live burns in many of the burn buildings in the Commonwealth. Lastly, Chief Day was instrumental in assisting with the design of burn buildings in Lynchburg and Bedford Counties.

Additional Membership Assignments Include;

Training and Education Committee

- Jim Calvert, Chair
- Jeff Bailey
- Lee Day
- James Poindexter, Jr.
- Walter Bailey
- James Stokely

Live Structure Committee

- Lee Day, Chair
- Jim Calvert

- James Stokely
- David Hankley
- Stephanie Koren
- Sean Farrell
- Bettie Reeves-Nobles

Administration, Policy and Finance

- Jeff Bailey, Vice Chair
- Lee Day
- Jim Calvert
- Ernie Little
- David Hankley
- Walter Bailey

Fire Prevention and Control

- Ernie Little, Chair
- Dennis Linaburg
- Brian McGraw
- Sean Farrell
- Keith Johnson
- Rob Farrell

Code Subcommittee (*one new member*)

- Keith Johnson

Vote: Unanimous

Motion Action: Motion Carries

Topic: Full Board Location (November 2018)

Motion: N/A

Discussion: Board will meet in the Town of Farmville.

Vote: N/A

Motion Action: N/A

Topic: Presentation of Lifetime Achievement Award

Motion: N/A

Discussion: Presented to Dickie Harris

Vote: N/A

Motion Action: N/A

Topic: Chilhowie Fire and EMS Study

Motion: Accept Chilhowie Fire and EMS Study

Discussion: The board will deliver a modified study for Chilhowie.

Vote: N/A

Motion Action: N/A

Topic: Lifetime Achievement Award

Motion: N/A

Discussion: The Board presented the Lifetime Achievement Award to Richard "Dickie" Harris.

Vote: N/A

Motion Action: N/A

ADJOURNMENT

The Board adjourned at 11:45am.

Clerk of the Committee

Mohamed G. Abbamin

REVIEWED BY:
APPROVED

Michael T. Reilly
Executive Director

August 3, 2018

Date

Virginia Fire Services Board

MOTION

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

Date: 08/03/2018

Motion made by: ☐ Committee or name: James Alan Calvert

Second (if required): Jim Stokely

Signature of presenter of motion: James Alan Calvert

MOTION TO:

Nominate Mr. Jeff Bailey as the Vice Chairman
of the Virginia Fire Service Board.

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: August 3, 2018

Motion made by: ☐ Committee or name: JAMES STOKELY

Second (if required): LEE DAY

Signature of presenter of motion: _____

MOTION TO:

DENY REQUEST BY SCOTT COUNTY, VA
TO FUND A BURN BUILDING DUE
TO LACK OF FUNDS 18-19.

Amended: (y/n)

Motion Carried: _____

Vote: Unanimous: _____

Motion Failed: _____

Majority: _____

Abstentions: _____

Virginia Fire Services Board

MOTION

CHILHOWIE

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

Date: 8/3/18

Motion made by: ☐ Committee or name: David Hankley

Second (if required): _____

Signature of presenter of motion: [Signature]

MOTION TO:

CONDUCT TOWN OF CHILHOWIE FIRE & EMS
STUDY

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:

03 AUGUST, 2018

Motion made by:

☐ Committee or name:

LEE DAY

Second (if required):

KEITH JOHNSON

Signature of presenter of motion:

[Signature]

MOTION TO:

MOTION TO EXTEND REQUEST BY FLOUVANNA
COUNTY ON BURN BUILDING CONSTRUCTION

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: 8/3/18

Motion made by: ☐ Committee or name: ERNIE LITTLE

Second (if required): _____

Signature of presenter of motion: Ernie Little

MOTION TO:

ACCEPT STAFF RECOMMENDATIONS TO ADMINISTRATIVE
CODE REGARDING CHAPTERS 20 AND 30 (FIRE INSPECTOR/
FIRE INVESTIGATOR) UPDATE.

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: 8/2/18

Motion made by: ☐ Committee or name: ERNIE LITTLE

Second (if required): DAVID HANKLEY

Signature of presenter of motion: Ernie Little

MOTION TO:

ACCEPT THE PROPOSED CHANGES PRESENTED REGARDING
THE LIVE STRUCTURE POLICY.

Amended: (y/n)

Motion Carried: _____

Vote: Unanimous: _____

Motion Failed: _____

Majority: _____

Abstentions: _____

Virginia Fire Services Board

MOTION

FARMVILLE

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

Date: 8/3/18

Motion made by: ☐ Committee or name: James Alan Calvert

Second (if required): _____

Signature of presenter of motion: James Alan Calvert

MOTION TO:

To release TOWN OF FARMVILLE FIRE EMS STUDY
contingent on locality's technical review.

Amended: (y/n)

Motion Carried: _____

Vote: Unanimous: _____

Motion Failed: _____

Majority: _____

Abstentions: _____

Virginia Fire Services Board

MOTION

(CUMBERLAND)

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

Date: 8/3/18

Motion made by: ☐ Committee or name: J. H. Bailey

Second (if required): James Stokely

Signature of presenter of motion: J. H. Bailey

MOTION TO:

1. Release Cumberland Co. Fire & EMS
study contingent on locality's technical review.

Amended: (y/n)

Motion Carried: _____

Vote: Unanimous: _____

Motion Failed: _____

Majority: _____

Abstentions: _____