

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	Courses	Total	Total Yearly
				Funded	Cancelled	Ended	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

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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

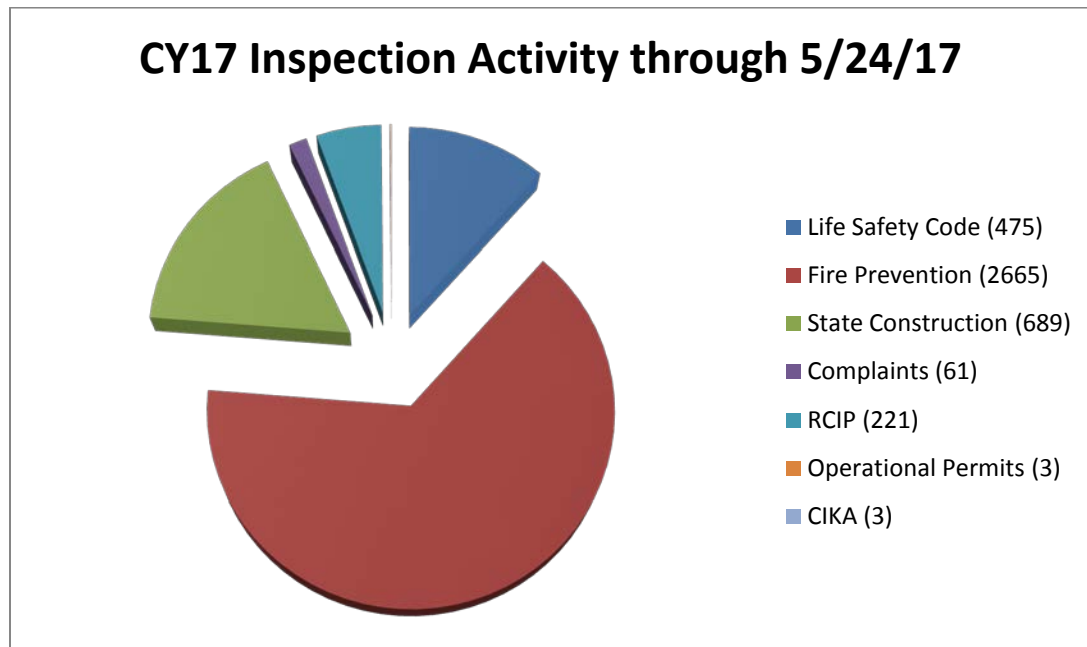
State Fire Marshal Brian McGraw provided the following report;

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

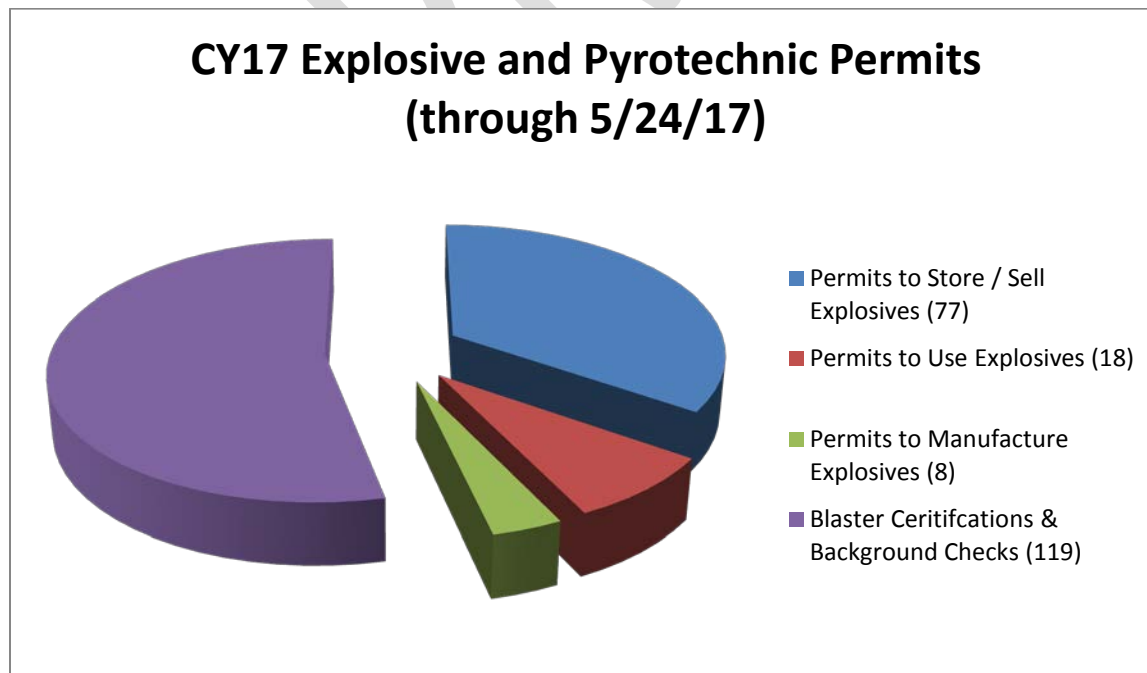
Incident Date	Location	Gender	Age	SFMO Region
1/1/17	Scott County	Male		SWRO
1/5/17	Poquoson	Male		TRO
1/11/17	Craig County			WRO
1/11/17	Henrico County	Female	68	CRO
1/15/17	Danville	Male		WRO
1/17/17	Bedford	Female	4	WRO
1/21/17	Bedford County	Male	65	WRO
1/24/17	Petersburg	Male		CRO
2/4/17	Norfolk	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's 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 a 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 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 VDFFP 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 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 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. 3 hrs. 1 hr.		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 Video-PWC Church	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 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
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 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
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 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



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

	Total Project Awarded	FY17 Estimated Payments	FY17 Actual Payments
<u>Burn Building Construction Projects</u>			
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>
<u>Burn Building Renovation / Repair Projects</u>			
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>
<u>Regional Fire Services Training Facilities Projects</u>			
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>
<u>DFP BBldg Supt - A/E Contract</u>			
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

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:

✓

Vote: Unanimous:

Majority:

Motion Failed:

Abstentions:

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:

H. Lee Daly

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: [Signature]

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

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: ☒

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:

Motion made by:

☐ Committee or name:

Second (if required):

Signature of presenter of motion:

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, 2018.

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.

Motion Carried: _____

Vote: Unanimous: ☒

Majority: _____

Motion Failed: _____

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 INCLUDE
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+1

Signature of presenter of motion:

DOSLO

MOTION TO:

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

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:

5/10/17

Motion made by:

☒ Committee or name:

T+E

Second (if required):

J. POINDEXTER

Signature of presenter of motion:

J. POINDEXTER

MOTION TO:

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

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:

James Poindexter

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:

[Checkmark]

Vote: Unanimous:

[Checkmark]

Majority:

Motion Failed:

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 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: ✓

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: 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: Petter Reeves - FOS

MOTION TO:

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

Amended: (y/n)

Motion Carried: X

Vote: Unanimous: ✓

Motion Failed: _____

Majority: _____

Abstentions: _____