

VIRGINIA FIRE SERVICES BOARD

Administration, Policy and Finance

Friday, November 6, 2015

A meeting of the Virginia Fire Services Board's Administration, Policy and Finance was held at the Inn at Virginia Tech. Mr. Randy, Wheeler chaired the meeting.

SUBCOMMITTEE MEMBERS PRESENT

James 'Randy' Wheeler – VFSB Vice-Chair & Chair of the Committee – Virginia Municipal League
Walter T. Bailey – VFSB Chair - Virginia State Firefighter's
Robert Miner – Burn Building Subcommittee Chair - Virginia Chapter of the International Association of Arson Investigators
David Layman - Virginia Fire Chiefs Association
Bettina Ring – Virginia State Forester
John Ainslie –Virginia Board of Housing & Community Development

SUBCOMMITTEE MEMBERS ABSENT

James "Robby" Dawson – Fire Prevention Association
Jeff Bailey - VA Chapter of the International Society of Fire Service Instructors
Bill Kyger – Association of Counties

AGENCY MEMBERS PRESENT

Brook Pittinger Tim Hansbrough Mohamed Abbamin

GUESTS PRESENT

Mike Moles Charlie Singleton Richard Harris Mike Barakey

CHANGES IN THE AGENDA

UNFINISHED BUSINESS

- A. Policy Updates
 - i. Updated Governor's Fire Services Awards
 - ii. Aid to Localities (ATL) Entitlement Program
 - iii. Burn Building Subcommittee Meeting Updated Policy Recommendations
 - 1. Burn Building Grant Program Policy
 - 2. Regional Fire Services Training Facility Grant Program Policy

NEW BUSINESS

- a. No New Business

PUBLIC COMMENTS

There were no public comments made.

COMMENTS FROM THE SUBCOMMITTEE CHAIR

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

UNFINISHED BUSINESS

Topic: Governor's Fire Services Awards

Motion: N/A

Topic Discussion: Staff advised the awards have been approved by the Secretary's Office. The application process has been opened.

Vote: N/A

Motion Action: N/A

Topic: Aid to Localities (ATL) Entitlement Program

Motion: Motion to present the modified ATL Policy Document with changes to the full board on Saturday, November 7, 2015.

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

See below for a highlight of revisions;

General Overview

- **New Content:** The Agency will notify of any denials to Virginia Fire Services Board (VFSB) via writing.

Section E - Statement of Policy Disbursement of Fire Fund

#5 - C1 – C9

- Verbiage has been changed under #5, C1 – C9.
 - Edits cite:
 - Expenses must be in compliance with NFPA Standards. See Enclosure 1 for further detail.
 - **Emergency/Critical Repairs:** They are defined as rendering the apparatus/vehicle inoperable or unable to meet its intended use. Routine maintenance and repairs are not included.

Appeals Process

- **Edits cite;**

- All Board members shall be copied on the Agency's provisional correspondence if the Agency determines the ATL usage request does not meet the intent of the COV §38.2-401 and the ATL Policy.
- Localities may appeal the Agency's provisional decision(s) about the allowable use of ATL funds to the Virginia Fire Services Board.
- It is incumbent on the locality to appear before the Virginia Fire Services Board to appeal their request(s).
- **New Paragraph:** The Agency will develop a tracking database to capture all denials by fiscal year. The denials tracking database will be provided to the Virginia Fire Services Board at the conclusion of each fiscal year.

See Enclosure 1

Vote: Unanimous

Motion Action: To be presented at the full board meeting on Saturday, November 7, 2015.

Topic: Burn Building Grant Program Policy

Motion: Motion to present the modified Burn Building Grant Program Policy with changes to the full board on Saturday, November 7, 2015.

Topic Discussion: The subcommittee reviewed the modifications made to the Burn Building Policy by the Policy Workgroup. Additional amendments were made. New content is reflected on the enclosed Burn Building Policy Document. **[Enclosure 2]**

See below for a highlight of revisions;

Section E – Burn Building Subcommittee

- **New Content:** The Burn Building Subcommittee will report to the Full Virginia Fire Services Board and will be a full standing “committee” of its own.

Section F – Definition of Terms, Engineering/Architect (E/A) Fees

- **New Content:** Burn Building Grant will provide up to \$50,000 for projects as opposed to its original amount of \$10,000. All areas citing \$10,000 has been changed to reflect this.

Section G – Disbursement of Funds

- **Edits for # 5 cite:** Repairs shall be evaluated by the Agency in the order in which they are received, and if a request for funds meets the requirements then it shall be

funded up to \$50,000 or the remainder of the funds in the account if less than \$50,000.

Section H – Grant Application

- **Edits cite:** Emergency Renovation modified to “Emergency Repairs.”

Section K – Extensions

- **New Content:** An extension of up to 90-days or the next regularly scheduled Virginia Fire Services Board meeting may be granted by the Agency.

Section R - Permanent Burn Buildings Inspections Requirements

- **New Content:** For the fifth year of inspection, the Agency’s A/E Firm will satisfy the inspection for that year (i.e. Locality will not have to conduct its own inspection.)

The updated policy will be effective on January 2016.

See Enclosure 2.

Vote: Unanimous

Motion Action: To be presented at the full board meeting on Saturday, November 7, 2015.

Topic: Regional Fire Services Training Grant (RFSTG)

Motion: Motion to present the modified Burn Building Grant Program Policy with changes to the full board on Saturday, November 7, 2015.

Topic Discussion: The subcommittee reviewed the modifications made to the Regional Fire Services Training Grant by the Policy Workgroup. Additional amendments were made. New content is reflected on the enclosed RFSTG Document. **[Enclosure 3]**

Section F - Eligible Regional Fire Services Training Props.

- A recommendation was made to modify the first statement that provides background on this section to as follows;
 - **New Content:** This is not an all inclusive list and the Virginia Fire Service Board will consider applications submitted requesting training props not listed in this policy. Please be aware if applying for a training prop not identified in this policy all requirements listed for the submission of a grant application will still apply to these training props.

Section L - Maximum Amount

- **New Content:** Modification cites that a jurisdiction submitting a grant application may submit one application containing multiple training props but are only allowed to receive a maximum award of \$50,000.

The updated policy will be effective as of January 2016.

See Enclosure 3.

Vote: N/A

Motion Action: To be presented at the full board meeting on Saturday, November 7, 2015.

NEW BUSINESS

No New Business

ADJOURNMENT

The subcommittee adjourned at 3:30pm.

Clerk of the Committee

REVIEWED BY:



Brenda Scaife
Accounting Manager

Friday, November 6, 2015
Date

Enclosures:

1. ATL Policy Document – **Enclosure 1**
2. Burn Building Policy Document – **Enclosure 2**
3. Regional Fire Services Training Grant Policy – **Enclosure 3**